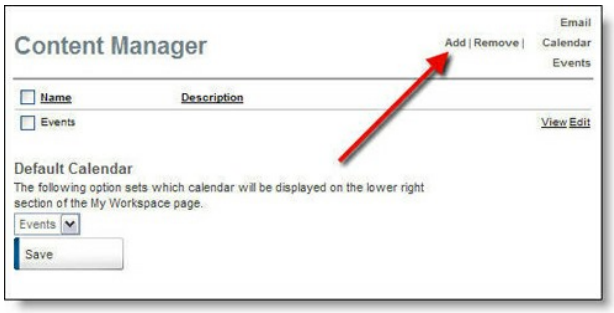
Adding / Removing a Calendar

Control Panel > My Workspace > Calendars

Adding / Removing a Calendar:

1. Click **Add** to create a new calendar or select a calendar and then click **Remove** (If you are removing a calendar, skip to Step 4).

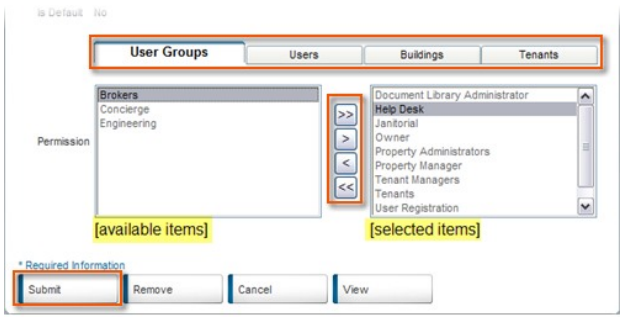


2. Enter the **Calendar Name** and applicable **Description**.

3. Under **Permissions**, select the **User Groups**, **Users**, **Buildings**, or **Tenants** tab. Move the desired **Available Items** to the **Selected Items** list using the provided arrows.

Note:

- Permissions give selected User Groups, Users, Buildings, or Tenants permission to view Calendars from their **My Workspace** page.
- Those without permission to certain calendars will not see the link to the calendars on their My Workspace page.



4. Click on **Submit** to save the calendar.