





## 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).



The screenshot shows the 'Content Manager' interface. At the top right, there are links for 'Email', 'Calendar', and 'Events'. Below these, there is a table with columns 'Name' and 'Description'. A red arrow points to the 'Add | Remove' button located above the table. Below the table, there is a section titled 'Default Calendar' with a dropdown menu set to 'Events' and a 'Save' button.

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

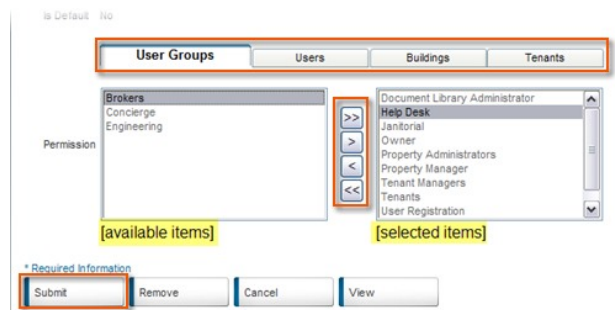


The screenshot shows the 'Content Manager' interface with the 'Attributes' section. There is a text input field for 'Calendar Name \*' and a larger text area for 'Description'. A red arrow points to the 'Calendar Name' field. Below these fields, there is a checkbox for 'Is Default' which is currently set to 'No'. At the bottom, there are 'Submit' and 'Cancel' buttons.

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.



The screenshot shows the 'Permissions' section of the 'Content Manager' interface. The 'User Groups' tab is selected. On the left, there is a list of 'Brokers' (Concierge, Engineering) under the heading 'Permission'. On the right, there is a list of 'User Groups' (Document Library Administrator, Help Desk, Janitorial, Owner, Property Administrators, Property Manager, Tenant Managers, Tenants, User Registration). Between the two lists are four arrows: '>>', '>', '<', and '<<'. Below the lists, there are labels '[available items]' and '[selected items]'. At the bottom, there are 'Submit', 'Remove', 'Cancel', and 'View' buttons.

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

