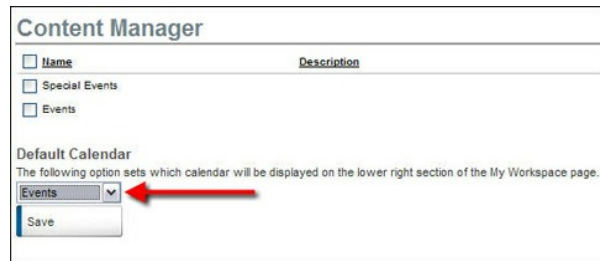


Setting the Default Calendar

[Control Panel](#) > [My Workspace](#) > [Calendars](#)

Setting the Default Calendar:

1. To select a particular calendar to be displayed on the [My Workspace](#) page as the default, click on the drop down button.
2. Select a calendar and click on **Save**.



The screenshot shows the 'Content Manager' interface. At the top, there is a table with two columns: 'Name' and 'Description'. Below the table, there are three checkboxes: 'Special Events' and 'Events'. Underneath, there is a section titled 'Default Calendar' with a sub-header 'The following option sets which calendar will be displayed on the lower right section of the My Workspace page.' Below this text is a dropdown menu currently showing 'Events'. A red arrow points to the dropdown arrow. At the bottom of the form is a 'Save' button.