# How to create a Personal or Group Calendar

## Introduction

Different types of calendars can be created, including Personal calendars and Group calendars, to enable the management of events and sharing of information.

## How to create a personal calendar

Any user can create a personal calendar if they have access to the application.

1. Head to **Applications > Calendar**.

2. From here, simply select **▼ Calendars**



3. A list of calendars will appear. Click **+ Add new calendar** underneath the Personal calendars list.

4. Enter the details of the calendar as follows:



- **Name:** Enter the name for the calendar.
- **Calendar colours:** Choose the colour of the calendar and/or click Custom Color for more colour options.
- **Description:** Provide a description of the calendar.
- **Permissions:** Enter the appropriate users/roles/groups and check the relevant permission checkboxes.

5. Select [     ] when you have completed the required details.

**Please note:** The Permissions option is where you can specify if you want your calendar to be viewable by others and if you want them to have the ability to add events to your calendar. If you do not want any other users to have access to your calendar, only leave your own details in the

# How to create a group calendar
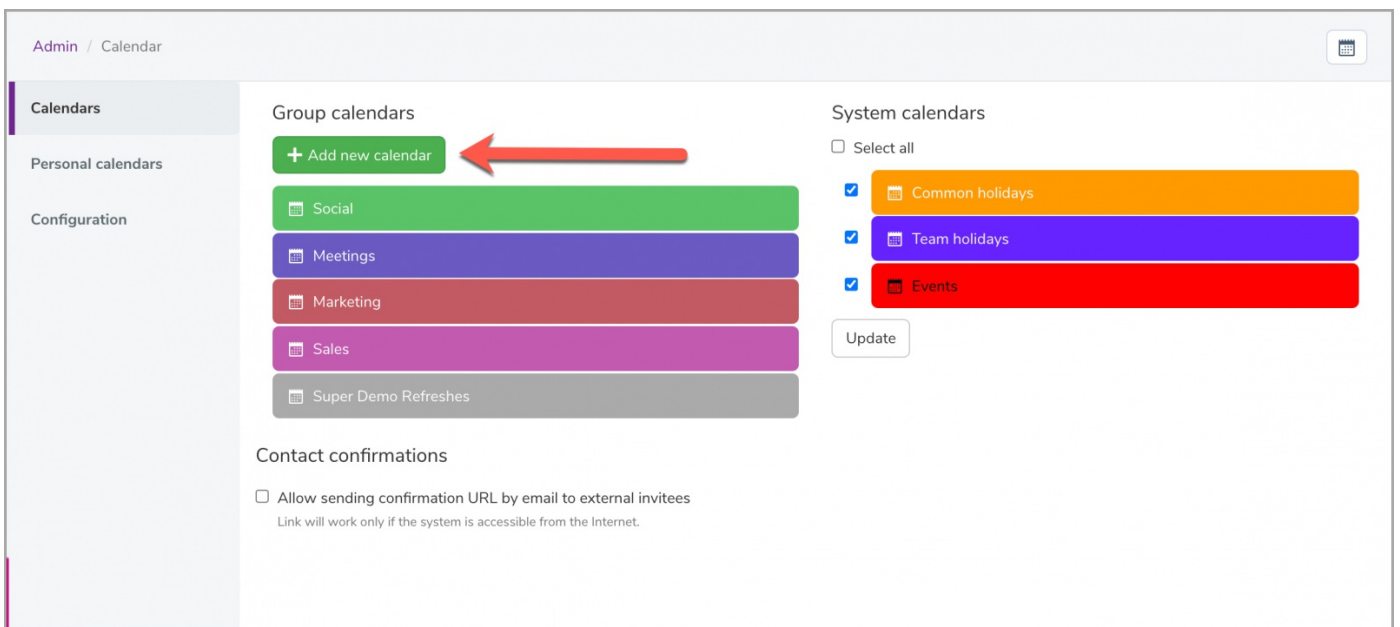
Can only be created by application administrators of Calendar.

1. Head to **Admin > Calendar**.
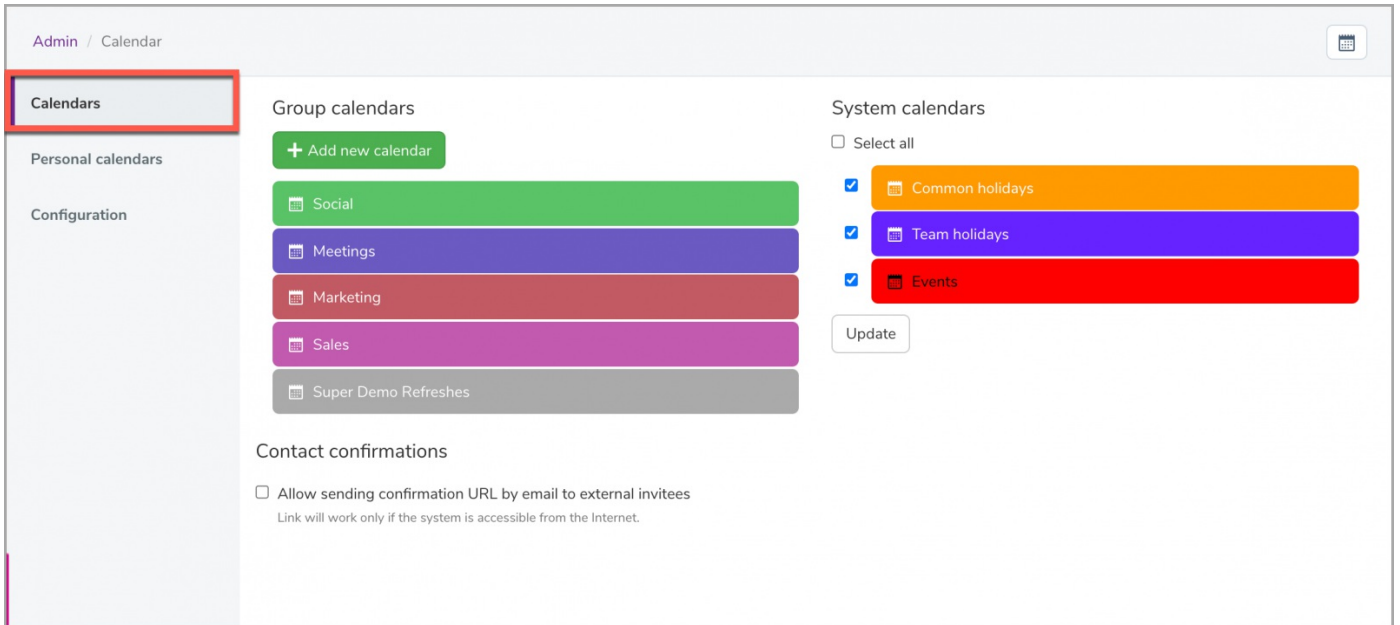


2. Select



3. Enter the details of the calendar as follows:

- **Name:** Enter the name for the calendar (i.e. Support Team Calendar)
- **Calendar colours:** Choose the colour of the calendar and/or click Custom Color for more colour options.
- **Description:** Provide a description of the calendar to outline what the calendar is being used for.
- **Permissions:** Enter the appropriate users/roles/groups and check the relevant permission checkboxes.

4. Select [          ] when you have completed the required details.

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