



## How to add an event to a Calendar

The guide will cover how to create events in the Calendar application.

For all available permissions & configuration options, make sure to read our [Calendar: Admin overview](#).

### Add an event to a calendar

With the correct permissions, you will see the option to create a new event.

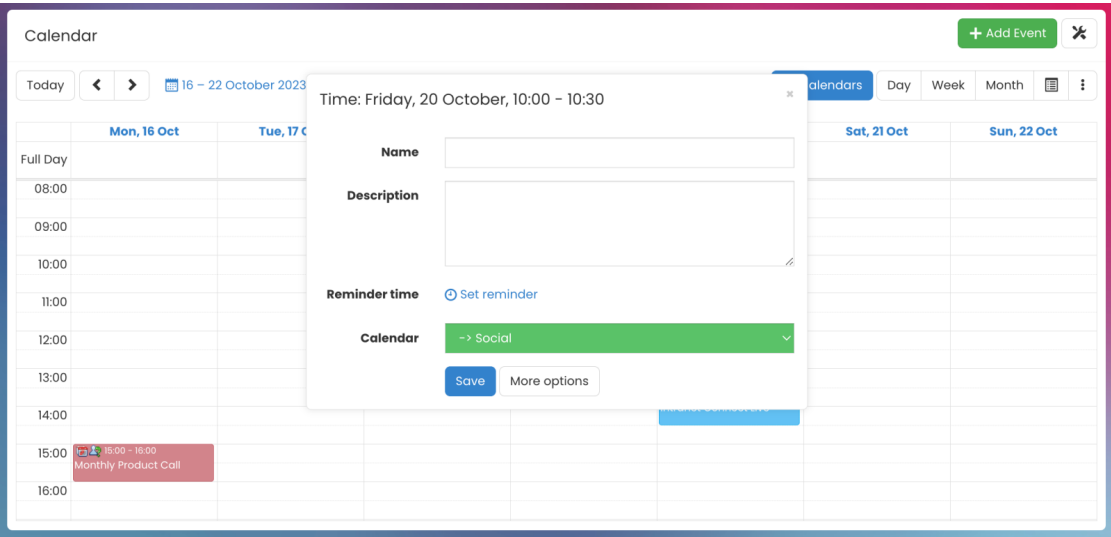
1. Go to **Applications > Calendar**.
2. Locate the desired date using the date picker.

	Mon, 16 Oct	Tue, 17 Oct	Wed, 18 Oct	Thu, 19 Oct	Fri, 20 Oct	Sat, 21 Oct	Sun, 22 Oct
Full Day							
08:00							
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00	Monthly Product Call						
16:00							

3. Select the time that you want the event to start.



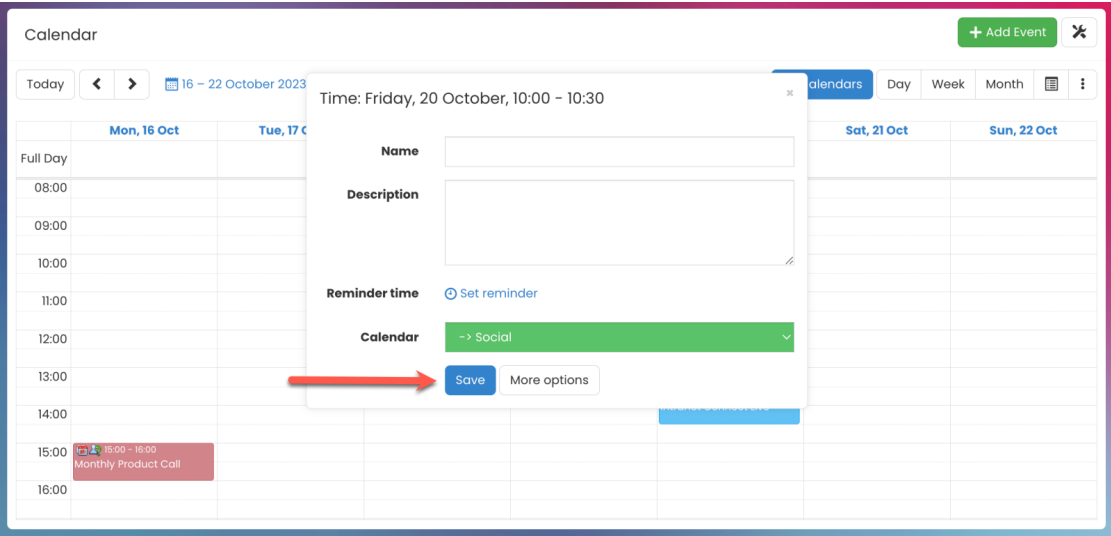
4. Enter the details of the event in the pop-up.



- **Name:** The name of the event
- **Description:** Details of the event
- **Set Reminder:** The required reminder time; an instant message will be sent at that time
- **Calendar:** The calendar in which you wish to place this event

**Please note:** Users can only add events to calendars they have permission for.

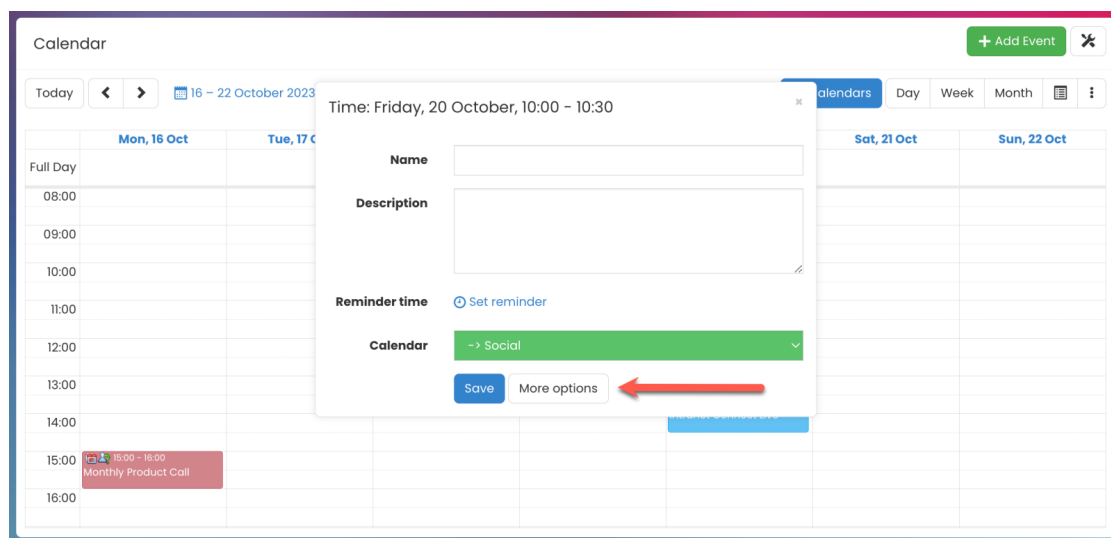
5. Select **Save** when you have completed the required details.



# More configuration options

When creating an event, you can enter additional details.

1. Select **More options** to view more details about the event.



2. Configure the following settings:

Calendar / Add/Edit event

Name

Enter new name here

When

20-10-2023

10:00

-

10:30

20-10-2023

☐ Full day

☐ Repeat

Location

Link room

Calendar

-> Social

Description

Set reminder?

☐ 30 min

Are you going?

☐ Yes

☐ No

☒ Unknown

☐ Send notifications about event changing

Submit

Delete

Cancel

☐ Personal event without participants

Invited people

Find conflicts

Name	Status	Notification
Claromentis Administrator	Unknown	Sent

Add user

Add guests

Name	Status	Notification
Select or create a contact		

More...

- **When:** Specify the start and end times of the event.
- **Full day:** Check this box if the event will take place all day.
- **Repeat:** Check this box if you want to set up the event as a regular occurrence.
- **Location:** Enter a location for the event. You can also link up a room from the Room Booking application.
- **Confirm Attendance:** Select the appropriate radio button to specify if you are attending the event.
- **Send notifications about event changing:** Check this box to send notifications to users (who have the appropriate permissions) if the event details change.
- **Personal event without participants:** Check this box if the event doesn't require any other users to attend.
- **Add user:** Invite users to the event; a pop-up will appear where you can select the relevant users.
- **Add guests:** Invite people who are on your contacts list.
- **Exclude event from calendar export:** Check this box to exclude this event when exporting the calendar.

3. Select **Submit** when you have completed the required details.

Calendar / Add/Edit event

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[Find conflicts](#)

Name	Status	Notification
<a href="#">Claromentis Administrator</a>	Unknown	Sent
<div>Add user</div>		

Add guests

Name	Status	Notification
<div>Select or create a contact</div>		

[More...](#)

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Tags: calendar, user guide, event