

How to Configure a Personal Calendar from the Admin Area

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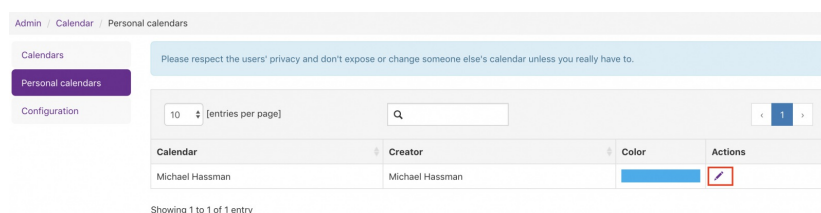
How to configure personal calendars as an admin

As an administrator it is possible to configure users personal calendars if necessary. This includes changing the permissions to make this a shared calendar.

If you are changing the permissions please consider the users privacy as they may have created personal events within the calendar.

To configure a personal calendar head to Admin . Calendar and then select the personal calendar tab on the right hand side.

This will display a list of all personal calendars on the system and allow you to edit them by selecting the pen icon.



When clicking the edit button a new page will display allowing the admin to adjust the calendar as needed.

Calendars

Personal calendars

Configuration

Name

Michael Hassman

Calendar colours

#00adef

✓ Pick a colour...

Description

☐ Internet Calendar

Permissions

Start typing to add...

Browse

Remove

All registered

Owner

User: Michael Hassman

☒ View

☒ Add / edit own events

☒ Administrate all events

View effective permissions...

Submit

Cancel

Delete

Last modified on 17 August 2021 by Veronica Kim