Adding events

Graham Smith - 2017-06-21 - Calendars

Events can be added from any calendar view. An event requires a name and a duration (it can also be flagged as a "'all-day' event"). You can also provide a description and add repeating events and Reminders.

1. Go to the calendar in question.
2. Click on the date for your new event.
3. On the "Add Event" form, add the details such as **Name**, **Description**, **Start date**, **End date**.
4. If you would like to repeat the meeting, use conference calling or set permissions for the meeting click on **Add more details**.
5. Click **Save**.

You can also record actions from an event, How can record actions from a meeting?

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