Getting started with calendars

Software Support - 2015-11-30 - [Calendars](#)

Calendars let you view and manage shared events within the workspace. A workspace can have one or more calendars.

To create a calendar:

1. Go to the **Workspace Homepage**; - click on the workspace name in the top bar, or in the breadcrumb trail.
2. Under **Actions**, click on **Create a new item**.
3. Choose **Calendar.**
4. Give your calendar a name - a good name can really give your calendar a purpose - for example 'Strategy Meetings' or 'External Events'.
5. If you want, add a description of the calendar.
6. Remember to look at the **Permissions** section. Decide who can modify the calendar and who can create events.
7. Click **Save**.

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- [Conference calling](#)
- [How-To see your Kahootz calendar in Outlook?](#)
- [Adding events](#)
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