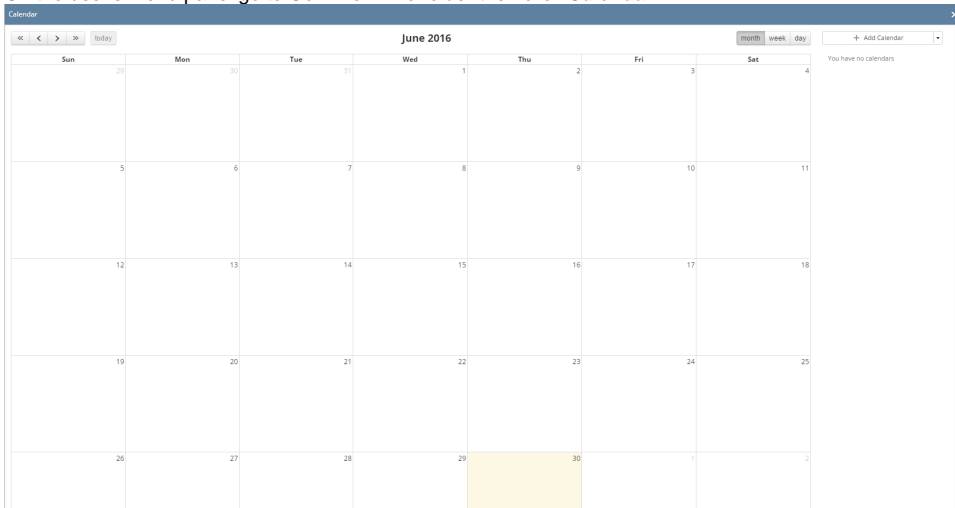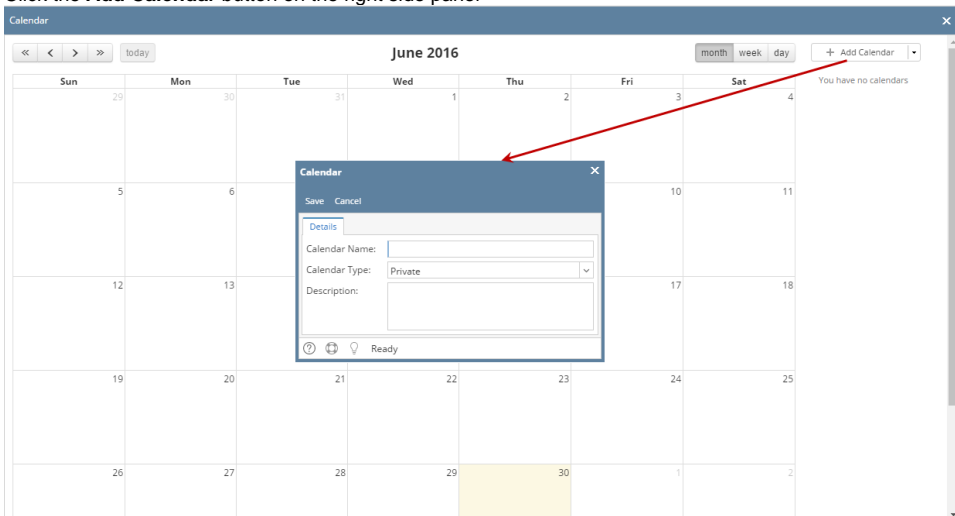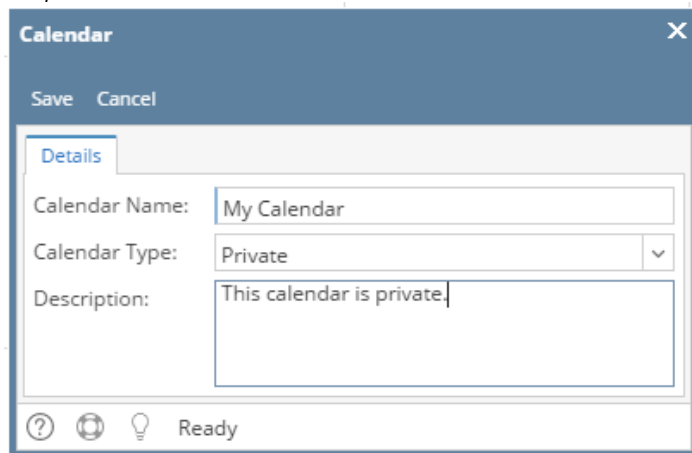# How to Create Public and Private Calendars

1. On the user's menu panel go to **Common Info** folder then click **Calendar**

2. Click the **Add Calendar** button on the right side panel

3. Enter the needed details (**Calendar Name, Calendar Type** and **Description**)
   Sample Private:

If the Calendar is Private, only the creator can view and add events to it.
Sample Public:

Calendar   ✕

Save   Cancel

| Details |

Calendar Name: | Holiday

Calendar Type: | Public   ⌄

Read-only: | ✓

Description: | This calendar is public but read-only.

⑦ ⊕ ♀   Ready

If the Calendar is Public, all users within the company can view and add events to it.
Note that if the calendar is marked as read-only, only the creator will be able to create calendar entry to it