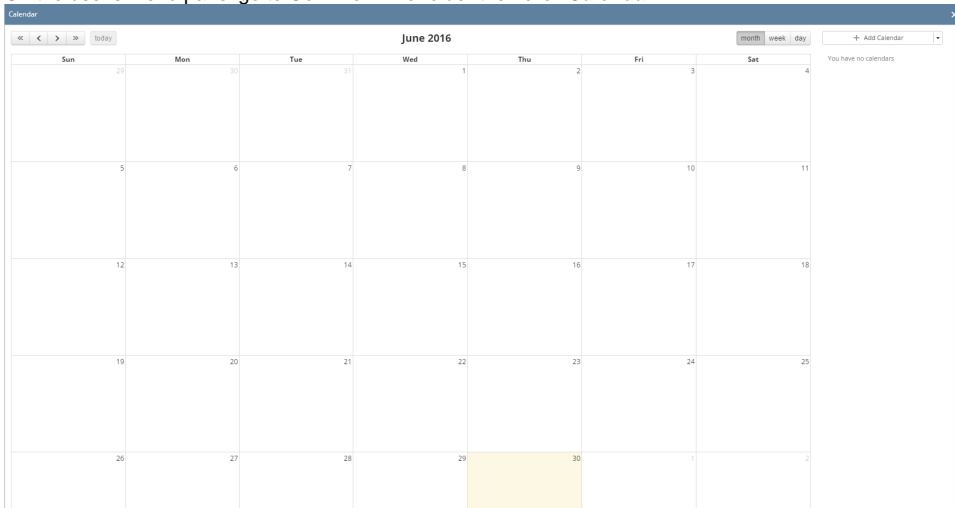
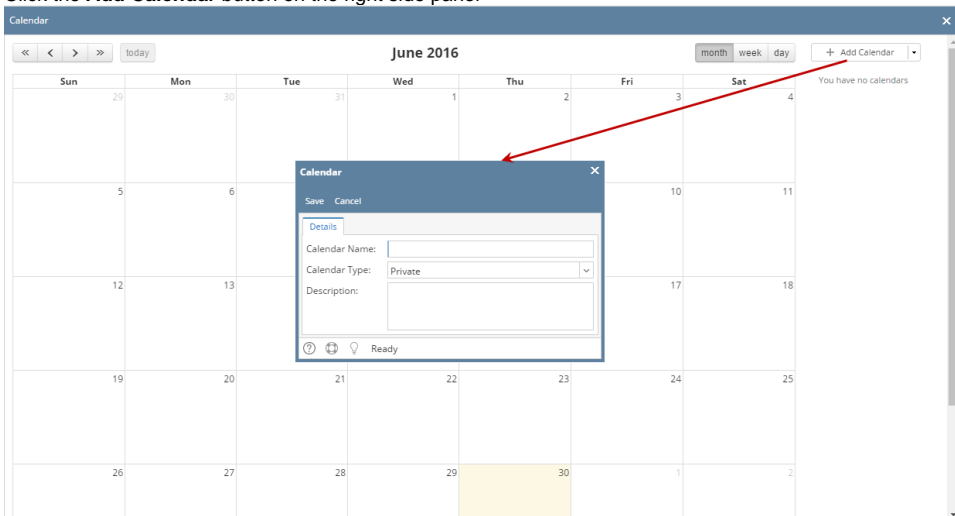


# How to Create Public and Private Calendars

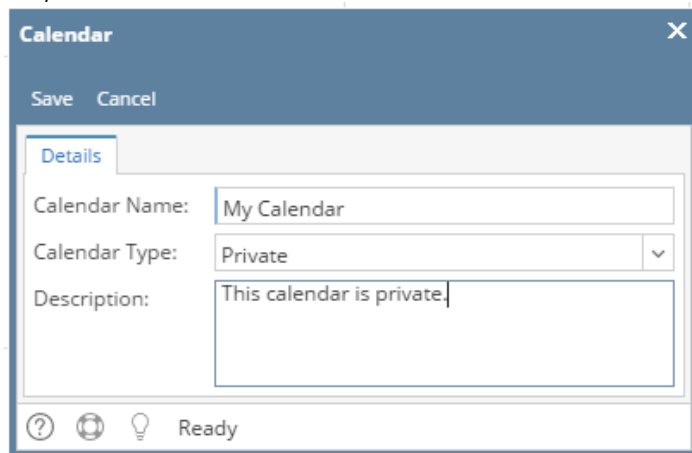
1. On the user's menu panel go to **Common Info** folder then click **Calendar**



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.

?

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