

Software Support

Portal > Knowledgebase > Functions of Kahootz > Calendars > Getting started with calendars

Getting started with calendars

Toby Smith - 2015-11-30 - in 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**.

Related Pages

- [Multiple calendars](#)
- [Reminders and repeats on calendars](#)
- [Conference calling](#)
- [How to see your Kahootz calendar in Outlook?](#)
- [Adding events](#)
- [Creative uses for your Kahootz dashboard](#)
- [How do I arrange a meeting?](#)