Creating events

You can add events to your personal calendar in several ways: using the Quick Mode that allows to add basic information about an event, or switching to the Advanced Mode to specify all the event details such as a recurrence period, reminder time, guest list etc.

Quick Mode

1. left-click within a day you wish to add an event to,
2. In a new popup window, enter the event basic information: title, location, time and select the calendar you wish to add your event to (the description of these options is provided in the Advanced Mode instruction),
3. Click the Save button to add the event to the calendar or use the Details link to switch to the advanced mode.

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