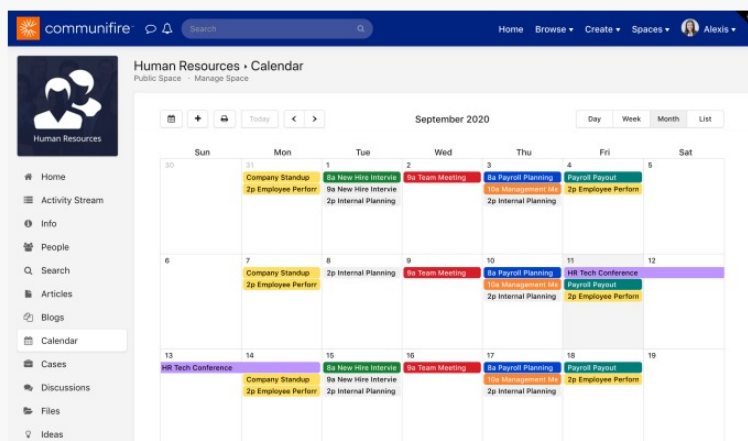
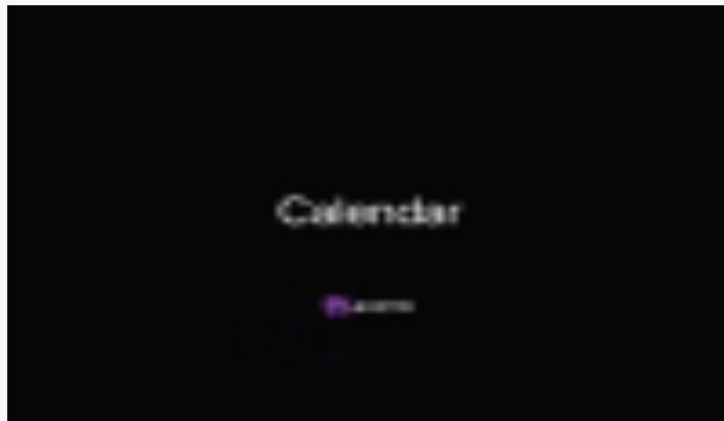


# Calendar

Version 28

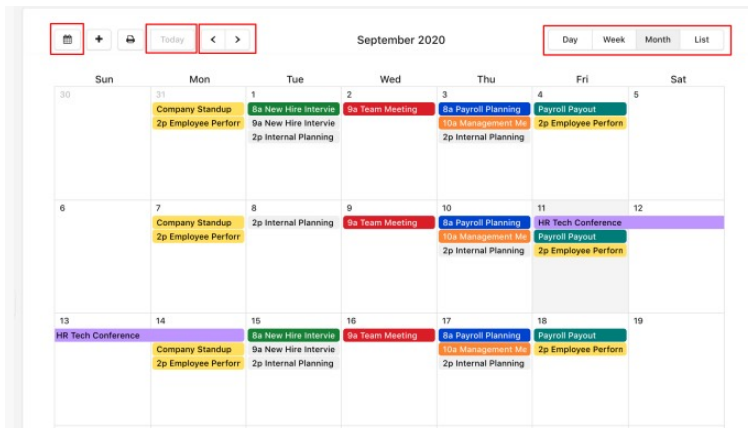
Published 9/21/2014 06:17 PM by [Bryce Johannes](#) Last updated 2/20/2024 01:17 PM by [Vladana Garic](#)

The calendar helps you organize and keep track of events and personal activities. Track event RSVPs and stay on top of all your important activities. Features such as comments, event resources, and calendar sharing make event planning and coordination even easier.



Use the calendar icon on the left to jump to a specific date quickly. Use the **Today** button to jump back to the current day. Use the arrows to navigate to the previous and next day/week/month. Use the **Day**, **Week**, **Month**, and **List** buttons to switch between views.

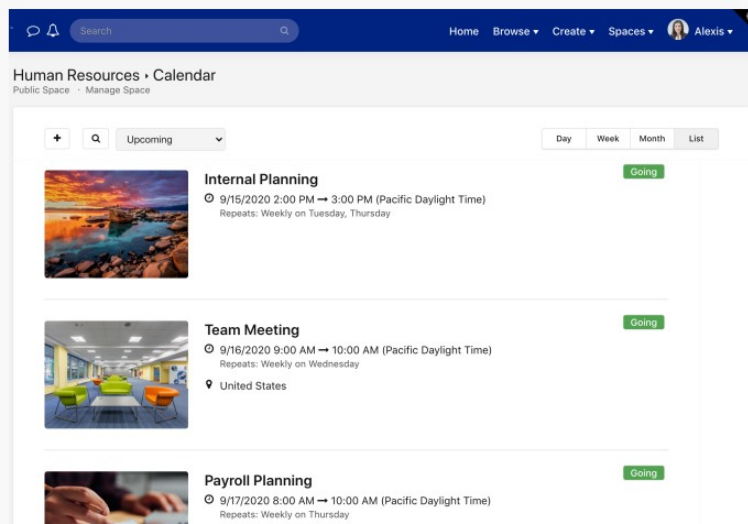




In day, week, or month view, click an event to view its details in a popup.

In list view, you can view events by:

- Upcoming
- Newest
- Most Viewed
- Highest Rated
- Most Commented



You can also filter events by:

- Keywords
- Date range
- Event type
- Featured events

- Venue name
- Country
- City

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Upcoming

Day Week Month List

**Internal Planning**  
9/15/2020 2:00 PM → 3:00 PM (Pacific Daylight Time)  
Repeats: Weekly on Tuesday, Thursday  
Going

**Team Meeting**  
9/16/2020 9:00 AM → 10:00 AM (Pacific Daylight Time)  
Repeats: Weekly on Wednesday  
United States  
Going

**Payroll Planning**  
9/17/2020 8:00 AM → 10:00 AM (Pacific Daylight Time)  
Repeats: Weekly on Thursday  
Going

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Upcoming

Day Week Month List

**Search**  
Keywords  
Event type  
Select event type  
Featured events  
Tags  
software employee-engagement communications intranet sof  
Venue name  
Venue name  
Country  
Select  
City  
City  
view less  
Search

**Internal Planning**  
9/15/2020 2:00 PM → 3:00 PM (Pacific Daylight Time)  
Repeats: Weekly on Tuesday, Thursday  
Going

**Team Meeting**  
9/16/2020 9:00 AM → 10:00 AM (Pacific Daylight Time)  
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Repeats: Weekly on Thursday  
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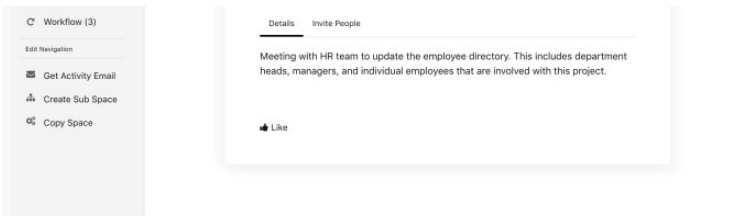
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Add an event

**Update Employee Directory**  
Event type: Meeting  
Going Maybe No  
0 (0 votes)

9/30/2020 2:00 PM → 2:30 PM (Pacific Daylight Time)  
4 Invited 5 Going 0 Maybe 0 No 0 Awaiting response

Organizer:



Events have a start and end date and time, and can repeat or take place all day. Events have a description, type, and location. You can send invitations to an event when you create it, as well as add members of a space as attendees.

## Events

### Create Event with Jitsi Meeting

### Create Event with Zoom Meeting

### Download ICS File

### RSVP to Event

### Invite People to Event

### Download Calendar as PDF

### Show Events From Other Spaces

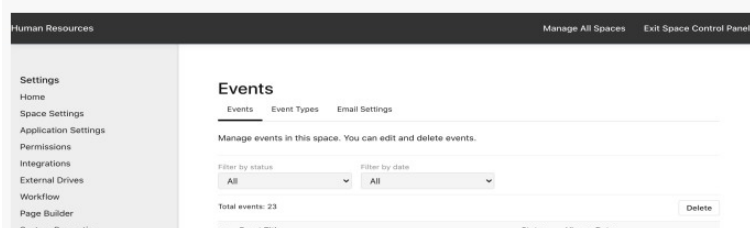
### Edit Content

### Delete Content

### Content Basics

# Manage Events

With the permission to manage events, you can edit and delete events in Manage Space. You can also create, edit, and delete event types. Finally, you can set event permissions for roles in the space.





## [Manage Space: Events](#)

## [Manage Space: Event Types](#)

## [Event Permissions](#)

# Related

## [Disable or Enable Email Template](#)

Need to declutter your inbox? Disable an email template to turn that email notification off for everyone in your intranet.

## [How to Add a Stock Album for Featured Images](#)

You can make certain albums available to everyone for use when adding featured images to content. You can upload stock images to an album in a space, then make the album available to everyone to select featured images from. Make it easy and painless for your content creators to add beautiful images to content.

tags : member