How to create a simple calendar event
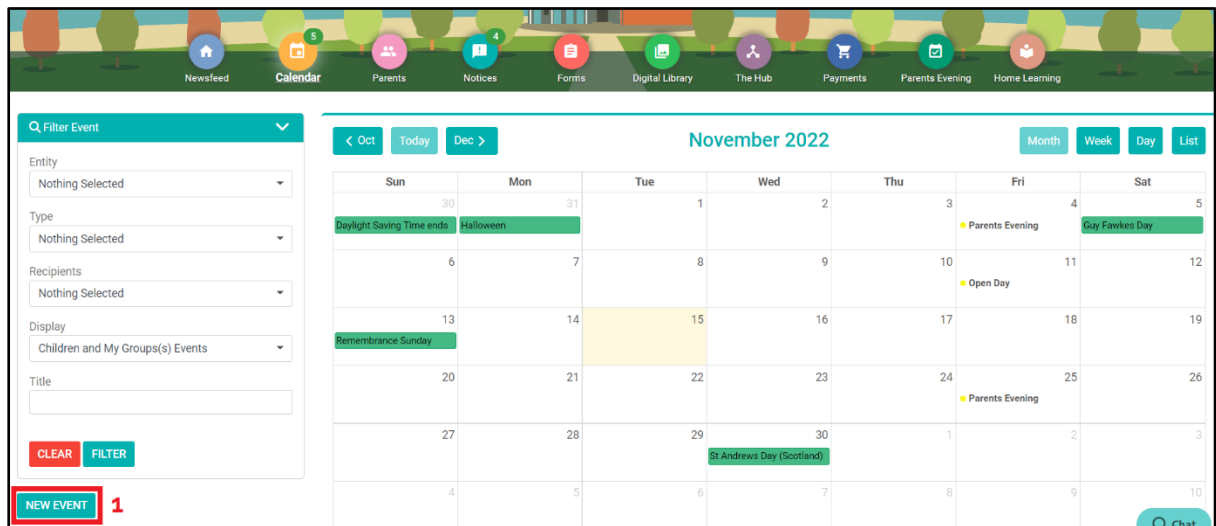
1) Click 'New Event'.

2) Enter your event 'title'.

3) Choose your 'recipients' from the drop-down menu.

4) Click 'type' and select the type of event.

5) Write a 'description' for the event.

6) Click 'all day' to set the event as a whole day event or choose a 'start date' and 'end date' to choose the dates and times for the event.

7) Click 'publish.'