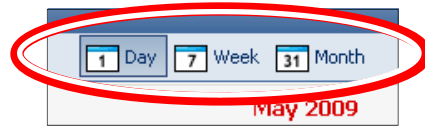


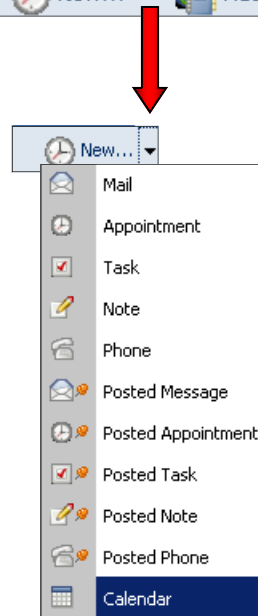
You can now display calendars by Day, Week, or Month View.



- Click on the **Calendar** Tab.



- Click on drop down arrow to the right on **New**.
- Select **Calendar**.



- On the **Create Calendar** screen, you can name the calendar and personalize it with a distinct color.
- Click **Save** and **Close**.

