Multiple Calendars in Webmail for DC Metro, IL, MA, NY and PA-Article no. 2089

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Introduction

Users can create multiple calendars to make organization even easier.

Resolution Steps

To Create a New Calendar:

- On the **Calendar** tab, click the arrow next to the **New** button to open a drop-down menu
- Choose **Calendar** from the menu and the **Create New Calendar** popup appears
- Customize the new calendar with its own name, color scheme, and much more

Online URL: https://agentx-astound-kb-qa.hgsdigital.com/article.php?id=433