

How to access calendar

To manage tasks and events

Created By: IT - Kate Luu
Created Date: 29/06/2018

Content:

1. Who can access the calendar ?
2. Where to find the calendar ?

1. **How can access to the calendar:**

All CM and team leader can access to their calendar which is able to drag and drop the events or tasks

2. Where to find it

2.2 In Account List Page

[illegible][illegible]

2.3. In Contact List Page

[illegible][illegible]

[illegible]

Calendar for Ben Bradshaw - North View

Change View My Calendar

Printable View Help for this Page

June, 2016

This Month

Busy Out of Office

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	27	28	29	30	31	1	2
Week 2	3	4	5	6	7	8	9
Week 3	10	11	12	13	14	15	16
Week 4	17	18	19	20	21	22	23
Week 5	24	25	26	27	28	29	30