## **View Event Calendar**

## From the Dashboard:

- 1. Select the icon you have chosen for the Calendar.
- 2. Select 'Preview Calendar' on the right.
- 3. Your calendar will display.
- 4. Click on any event title to view the event in detail.



- 5. You may also select the 'List View' button in the upper right corner of the calendar.
- 6. This will list all of the events on your event calendar for the next three months.