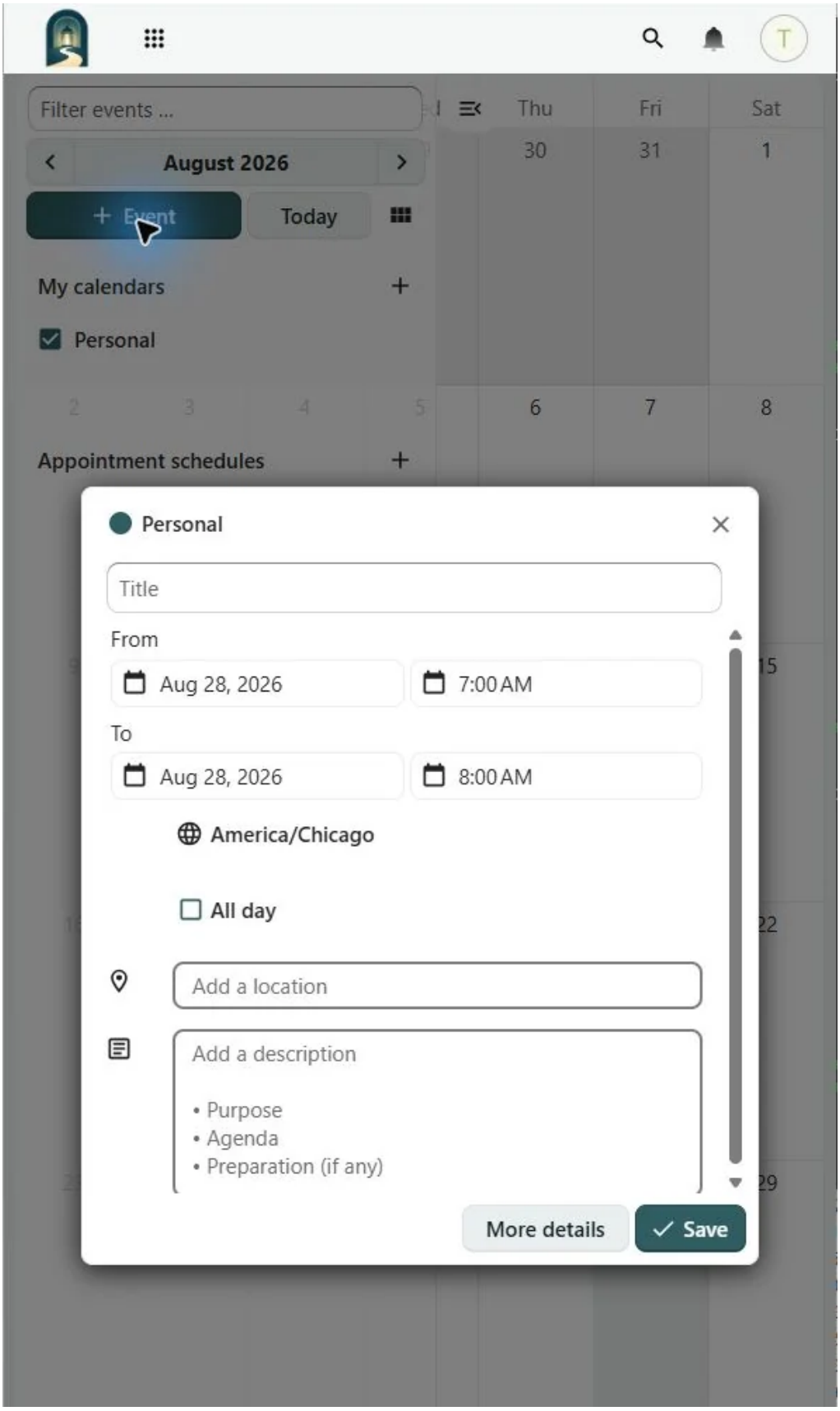
6.2 Creating and Editing Events

Select **+ Event** or select a date and time in Calendar. Enter the title, date, start and end time, and the destination calendar. Add a location, description, or reminder when needed, then save.


Filter events ...
August 2026
+ Event
Today
My calendars
Personal
Appointment schedules
Thu
Fri
Sat
30
31
1
6
7
8
Personal
Title
From
Aug 28, 2026
7:00 AM
To
Aug 28, 2026
8:00 AM
America/Chicago
All day
Add a location
Add a description
• Purpose
• Agenda
• Preparation (if any)
More details
Save

The event editor starts with the essential date and time fields and offers additional details when needed.

Select an existing event to view it. Use **Edit** to change its details or **Delete** to remove it. Moving an event by dragging it changes its scheduled time, so review the result before leaving the page.

An all-day event has a date but no clock time. For a timed event, confirm the displayed time zone, especially when participants are in different regions.

Events on a shared calendar

A view-only recipient can read events but cannot create, change, or delete them. A recipient who accepted **Can edit events** access can create, change, and delete events for everyone with access, but cannot rename or delete the calendar, reshare it, or manage permissions. Put only information intended for every recipient on a sharing calendar, including its notes, locations, attendees, reminders, and links.

Current online article: https://help.lightdrive.one/calendar/creating-and-editing-events

Generated September 30, 2026