

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. LightDrive does not send calendar invitations during this pilot.





T

Filter events ...

< August 2026 >

+ Event

Today

My calendars

+

☒ Personal

Appointment schedules

+

Thu

Fri

Sat

30

31

1

2

3

4

5

6

7

8

15

22

29

● 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

Page 2 of 3

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 1, 2026