Add calendar event
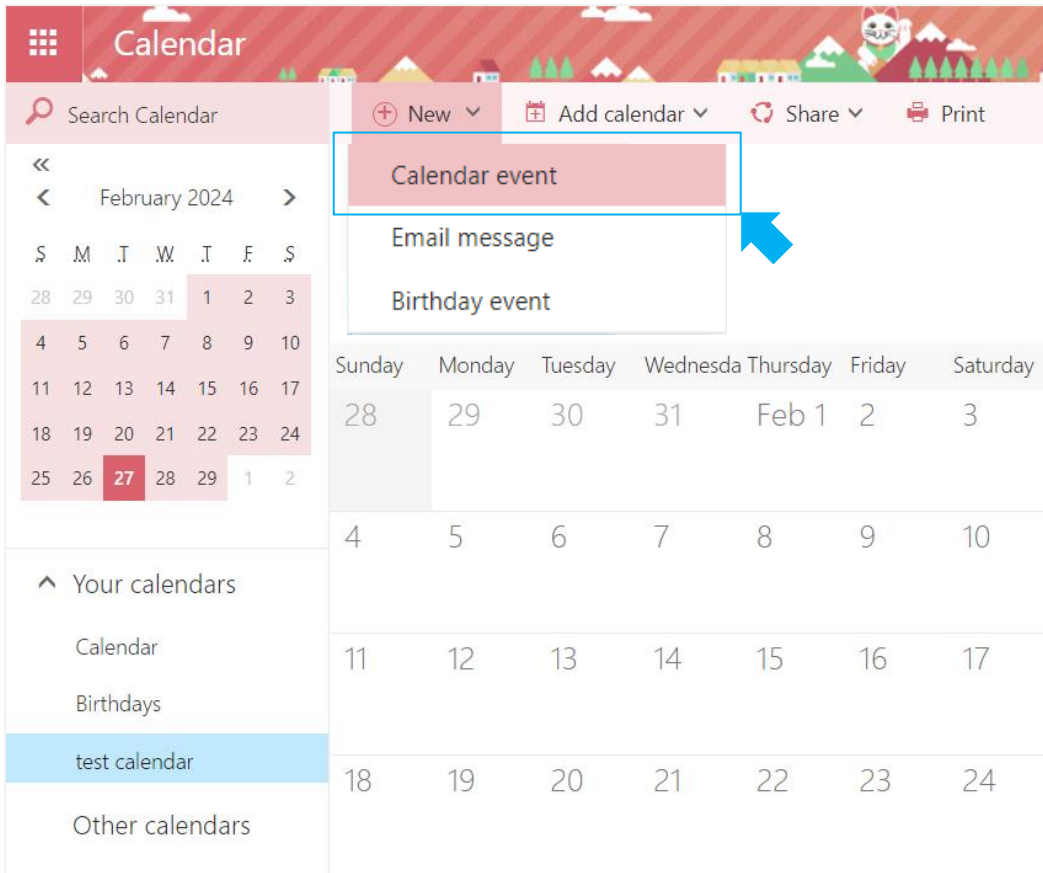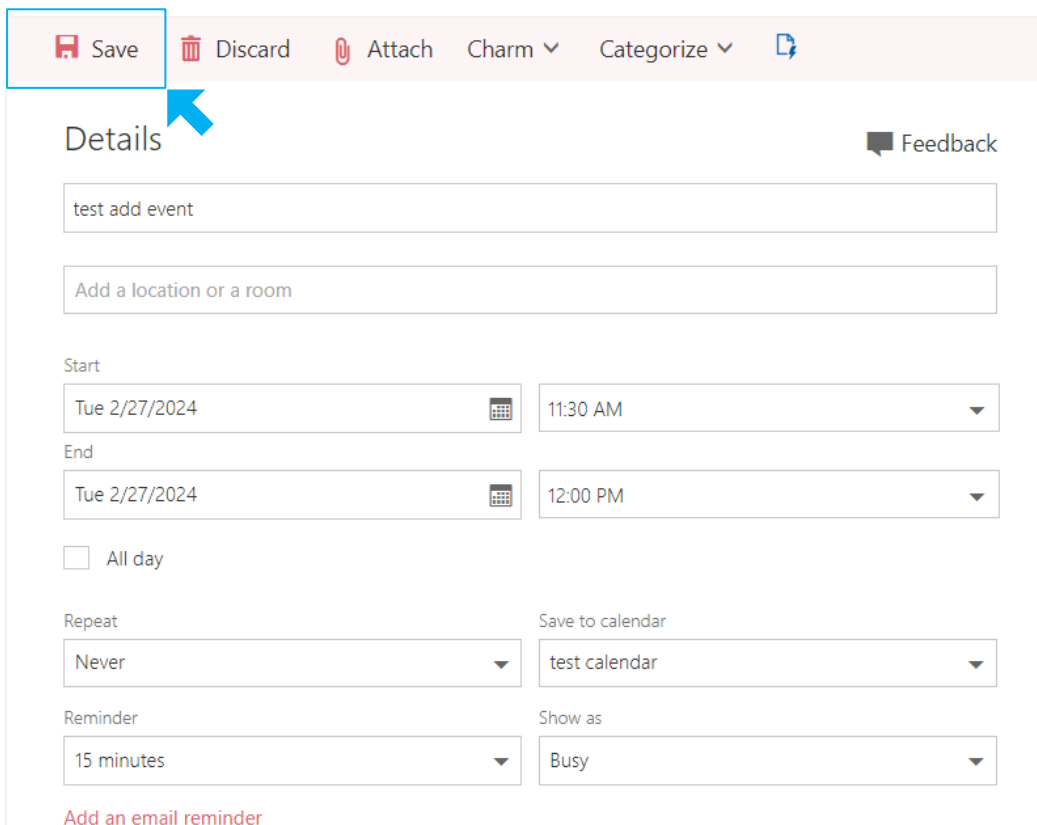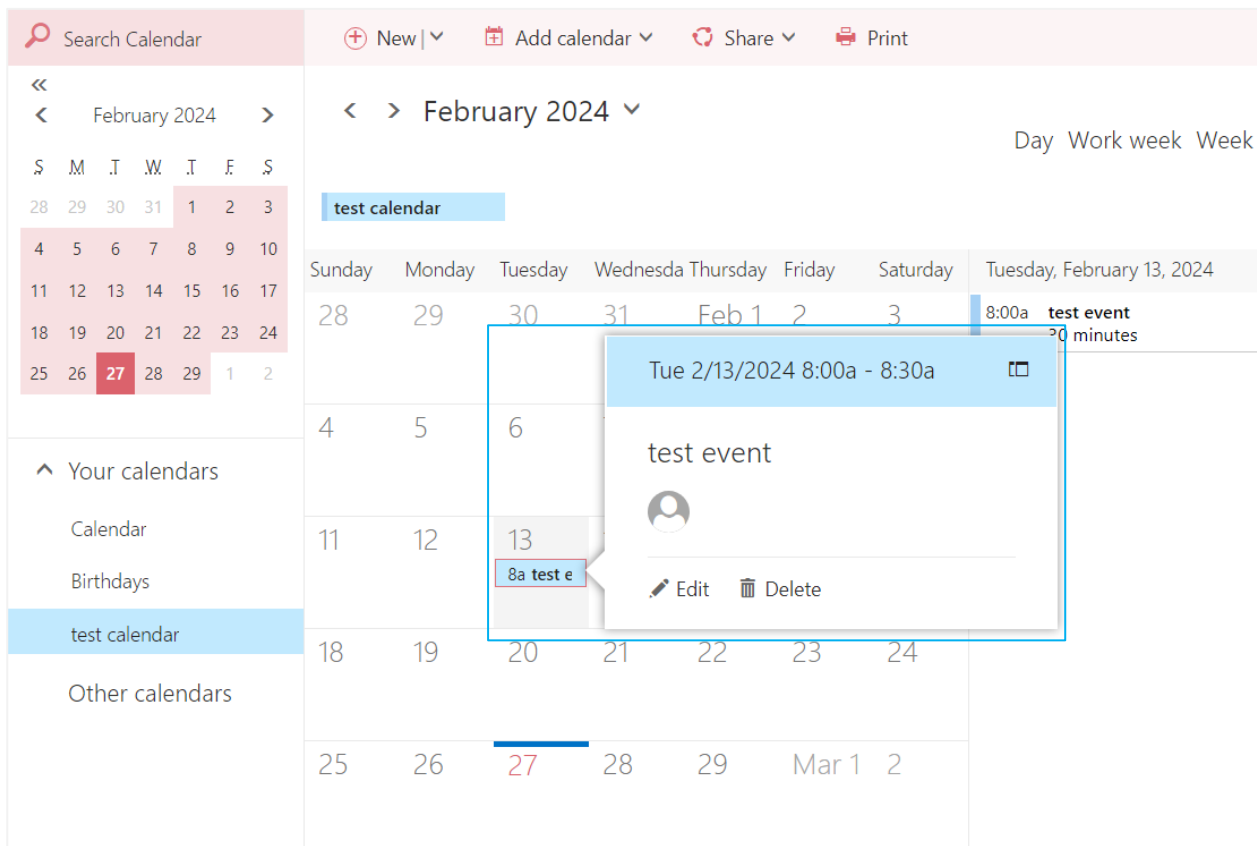
1. Please click【New】→【Calendar event】.

2. Fill in the details, and click【Save】to close the window.

3. If you want to edit an event , please click on it and click【Edit】,

or right-click and select【Open】.