

Calendar Search

To display only certain events, follow the directions below.

Using Search to Create Many Calendars in One

To display only those events that contain a certain term, click on Search at the top or bottom right of the calendar. Enter your search term and how you want the results to be displayed. You can enter only one term.

The search function enables you to maintain schedules for many persons or groups in a single calendar. You can search by text, by category, or both.