

Assign a Calendar to a Group

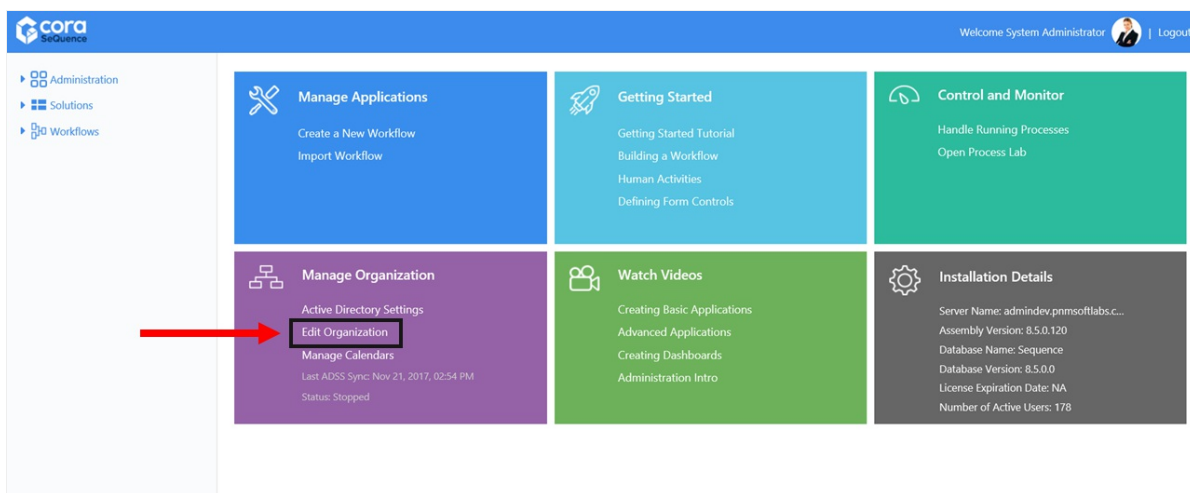
Last Modified on 01/16/2018 5:40 am EST

When you assign a calendar to a group, Cora SeQuence uses the defined calendar for time-dependent tasks, not the default calendar.

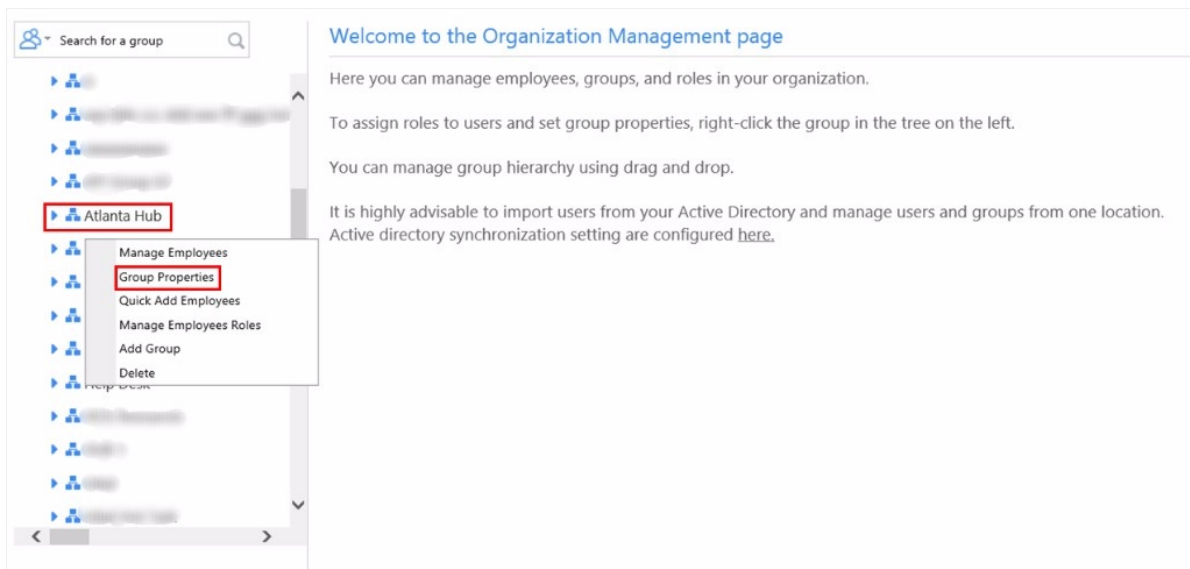
Assigning a calendar to group does not change the calendar definitions for individual employees of that group. An individual can maintain a personal calendar to define personal exceptions, such as medical appointments.

Procedure

1. In the Administration console, click **Edit Organization**.



2. Right-click the group that you want to assign a calendar to, and click **Group Properties**.



3. From the **Calendar** drop-down menu, select a calendar and click **Save**.

Search for a group

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Manage Properties

Name
Atlanta Hub *

Mailbox

Calendar
General

Cost per Person
0.00

Save

Close