

# Assign a Calendar to a User

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

## Procedure

1. In the Administration console, click **Edit Organization**.
2. Locate the user or group that you want to assign a calendar to, and assign a calendar.
  - Use the search box to locate the user.
  - Navigate to the group of which the user is a member.
3. Click the pencil icon next to the relevant user.
4. From the **Calendar** drop-down menu, select a calendar.
5. Click **Update**.