

## **EPiSERVER Content Management System**

## Adding a New Calendar Year Folder

- 1. Locate your Calendar Events Container in the Global Components folder within the navigation pane.
  - Micro Sites Landing Page> Global Components folder> Calendar Folder> Events Container>



2. Click on the Pull down menu and choose New Page.

🗉 🚍 Calendar	
🖬 🚍 Events Container	
🗉 🗐 Event Types	🗥 New Page
🗉 🗐 Recurring Events Container	Сору
🗅 Generic Listings	Cut
Faculty Listing Training Test-RV	Paste
P News Feed Training	The Move to Trash

3. The New Page screen will appear. **Name** the Page and **Select** Year page type.



- 4. Your folder for year and moths will now appear under the EVENTS Folder.
- 2016
  December
  November
  October
  September
  July
  July
  June
  May
  April
  March
  February
  January

5. Publish The Change.