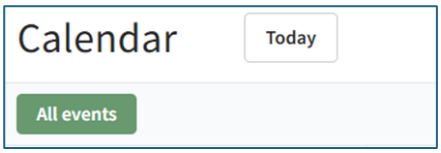
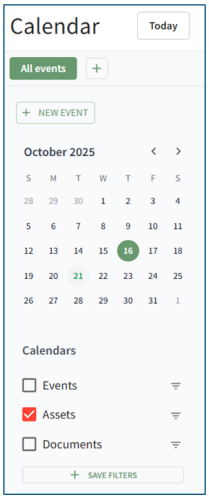
Create a New Calendar Filter

The Calendar Home Page has one default filter, All Events, that includes all meetings, events, assets, and documents available to the user on the calendar. The default filter shows below the Calander header.

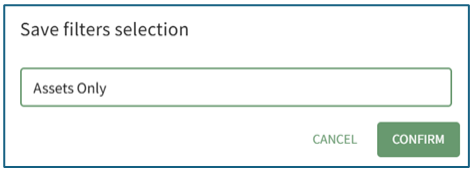


Making any changes from the current view of the filter you are currently using will allow you to save a new filter. Examples of changes that can be made include de-selecting a filter checkbox below the mini-month calendar view or by clicking the filter icon to the right of the Events Calendar and de-selecting options, such as Meetings Shared With Me.

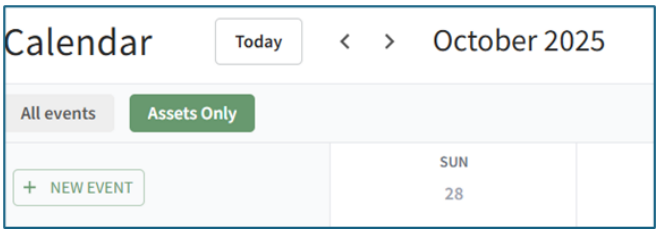


Select the “+ Save Filters” button to create a new calendar filter, opening the Save Filters Selection Modal.

> You can also select the “+” icon to the right of the existing calendar filters to open the Save Filters Selection Modal.



Select the “Confirm” button, and the new filter view now shows on the Home Page.



Revision #4
Created 2025-11-23 22:43:16 UTC by Mitzi Orkus
Updated 2026-01-23 18:06:50 UTC by Mitzi Orkus