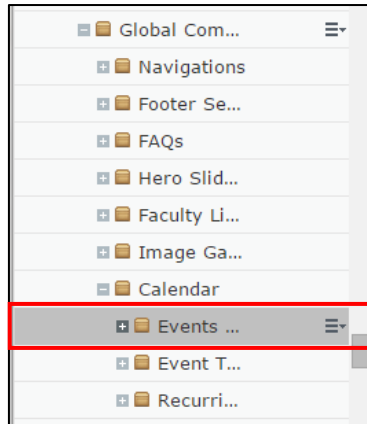


EPISERVER Content Management System

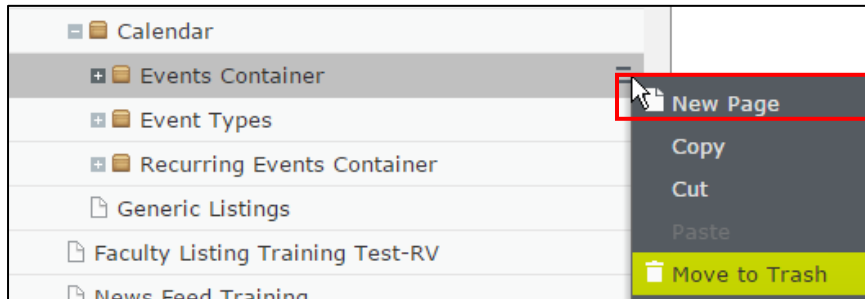
Adding a New Calendar Year Folder

1. **Locate** your Calendar Events Container in the **Global Components** folder within the navigation pane.

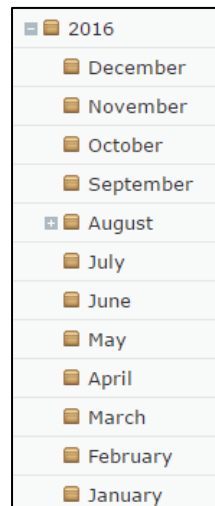
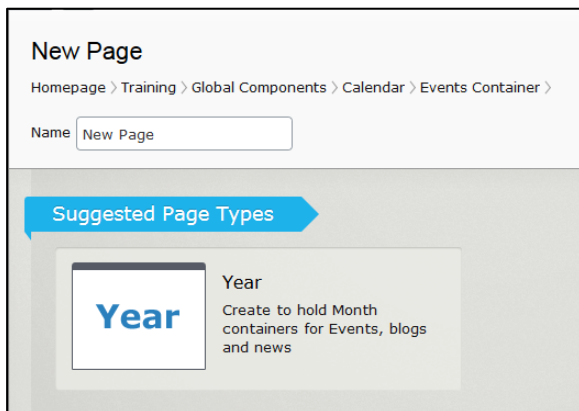
Micro Sites Landing Page>
Global Components folder>
Calendar Folder>
Events Container>



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



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



4. Your folder for year and months will now appear under the EVENTS Folder.
5. **Publish** The Change.