

EPiSERVER Content Management System

Adding a Document or Web Page Link to an Existing Calendar Event

1.	Locate your Calendar Event on Navigation Pane using the	🗉 🗐 Calendar
1	following folder structure.	🗉 🗎 Events Container
Micro		2014
	Global Components folder >	December
	Calendar Folder>	November
	Events Container>	October
	Year Folder>	September
	Month Folder>	🗆 🗐 August
	Select your event	

If the next calendar year is not yet available, you will need to create the folder structure for Year/Month

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 Your event page will display. Navigate to the Event Page field or the Event File field and Click on the button.

Name	Lucy New Test event	Visible to	Everyone Manage
Name in URL	Lucy-New-Test-event- Change	Languages	en
Simple address	Change	ID, Type	20707, Event
Display in navigation			Tools V
Content Settin	ıgs		
Category	Add one or more categories	+	
Event Date	1/22/2014, 12:00 AM		
Event Title	Lucy New Test event		
Event Page			
Hosted By			
Event Location			

Test Event

Web Page Link Field

Web Page Link Field

Document Link Field

Event Page

Event File

The Link Properties page will open.

- 1. Select Page on website or Page on another website.
 - a. If **Page on website** is selected:

Link Properties					
Web Page Document E-Mail					
 Link target Page on this w 	rebsite				
Bookmark on this page					
Address:	http://				

Click the button to find the website you wish

to include that is already a UMMS published webpage.

- b. If **Page on another website** is selected: Enter the URL for the external web page.
- 2. Click **OK**.
- 3. Publish your event.

Document Link Field

1. The **Select File** page will appear. Select the **Global** folder from the left nav. The file you want to attach to the calendar event must be located in your website Global Files Folder.

Select File				
Folders	\$	🧔 [Test Event]		
📢 Page Files				
Starting Points	\$	A folder for this page has not been created, do you wish to create one now?		
付 Global Files		Create page folder		
📢 Documents				
My Favorites	\$			
Add favorite folders using the right-click menu for any of the folders on the right				

2. Select the file of your choice.

Global Files are files that can be used on any page.

- 3. Click **OK**.
- 4. Publish your event.