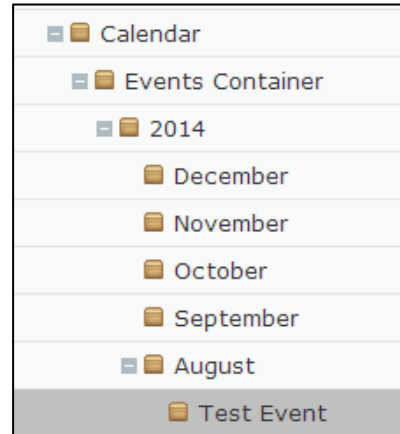


EPISERVER Content Management System

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

1. **Locate your Calendar Event** on Navigation Pane using the following folder structure.

Micro Sites Landing Page >
 Global Components folder >
 Calendar Folder >
 Events Container >
 Year Folder >
 Month Folder >
 Select your event



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

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

Web Page Link Field

Event Page

Document Link Field

Event File

Web Page Link Field

The Link Properties page will open.

1. Select **Page on website** or **Page on another website**.

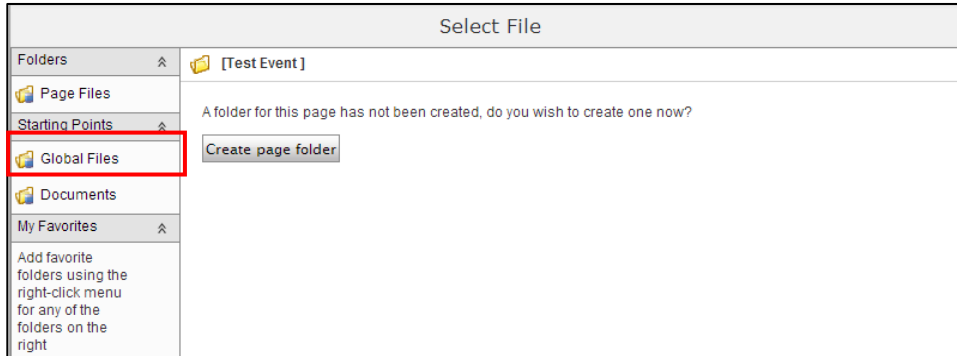
- a. If **Page on website** is selected:

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.



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.