

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
A News Feed Training	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.