





# Access ACS Calendar Types

Before using the Access ACS built-in calendar, you must set up your calendar types.

With calendar types, you can establish which users have certain controls to your organization calendars. Once you set up your calendar types, you can assign them to user profiles or individual users.

Members, attendees, and group leaders can only access calendar types to which they have rights. Users with **View Only** rights to a calendar type can view events only. Users with **Full Rights** to a calendar type can view, add, edit, or delete events.

You can also assign colors to your calendar types. If you assign a color to a calendar type, events associated with the calendar type display in the selected color.

1. Point to **Admin**, then click **Calendar Setup**.
  2. Click the **Calendar Types** tab.
  3. In the **New Type** field, enter the calendar type name.
  4. If necessary, click **Color**  and select the color that you want to assign to the calendar type.
  5. Click **Save**.
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1. Point to **Admin**, then click **Calendar Setup**.
  2. Click the **Calendar Types** tab.
  3. Click **Edit**  beside the type you want to change.
  4. To assign a color to the calendar type, click **Color** , and select a color from the drop-down grid.
  5. Edit the calendar type, then click **Update**.
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1. Point to **Admin**, then click **Calendar Setup**.
  2. Click **Calendar Types**.
  3. In the **Type Name** list, click **Delete**  beside the location you want to remove.

## Related Topics

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