

Calendar/Events

Version 3

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The Calendar or events keep track of important dates. Check out the calendar features and view full event for more details. You can comment, RSVP and @mention others.

The screenshot shows the CoLab online interface. On the left, under 'My Account > Calendar', there is a 'Calendar' dropdown menu with a sub-menu 'My Calendars' containing 'CoLab Support'. On the right, a navigation menu lists 'My Apps and Tools' including 'Activity Stream', 'Bookmarks', 'Calendar' (highlighted with a red circle), 'Required Reading', 'Connections', 'Mentions', 'Recognition', 'Tasks', 'Workflow', and 'Personal settings'.

This screenshot shows an 'Event Title' modal for creating an event. It includes fields for dates (11/2/2020 to 11/2/2020), location, people (with 'CoLabSupport' added), calendar (set to 'CoLab Support'), and event type (set to 'Appointment'). A 'More options' link is circled in red, with a red arrow pointing to it. Below the modal, the text 'Click to see details' is visible.

The screenshot displays the details for an event titled '2019/2020 Final Report Due' (Event type: Deadline) on April 30. It features a response section with 'Going', 'Maybe', and 'No' buttons, each circled in red. Below this, it shows '0 Invited', '2 Going', '0 Maybe', '0 No', and '0 Awaiting response'. At the bottom, there is a 'Like' button (circled in red) and a 'Follow' button.

This screenshot shows the 'Comments' section for the event. It includes a text area for adding a new comment, a rich text editor toolbar with options like Bold, Italic, Underline, and Link, and an 'Add Comment' button at the bottom, which is circled in red.