## How can I add a Calendar Group in Orion's new Calendar Manager?

Orion's new Calendar Manager includes many easy, helpful tools to improve efficiency at your firm. One of these being the ability to create calendar groupings for office teams or work-groups. For example, an attorney and two other staff members may be working together on a case. Orion can now easily group their calendar views together making it easy to compare tasks and appointments on one screen. You may also want to create a calendar group for your conference room or meeting area, to better track meetings/appointments. In this tutorial, we will show you how to set-up calendar groups at your firm.
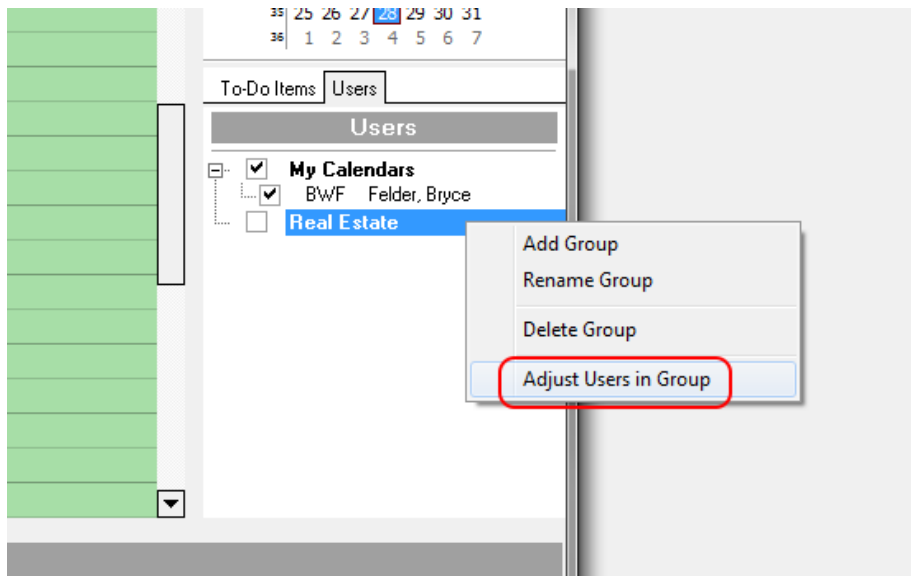
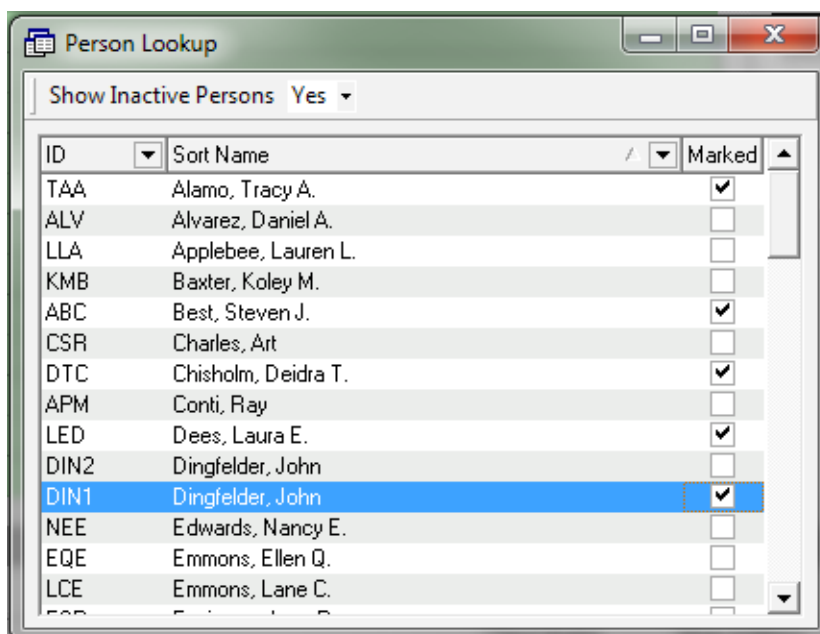Open Calendar Manager and select Users.
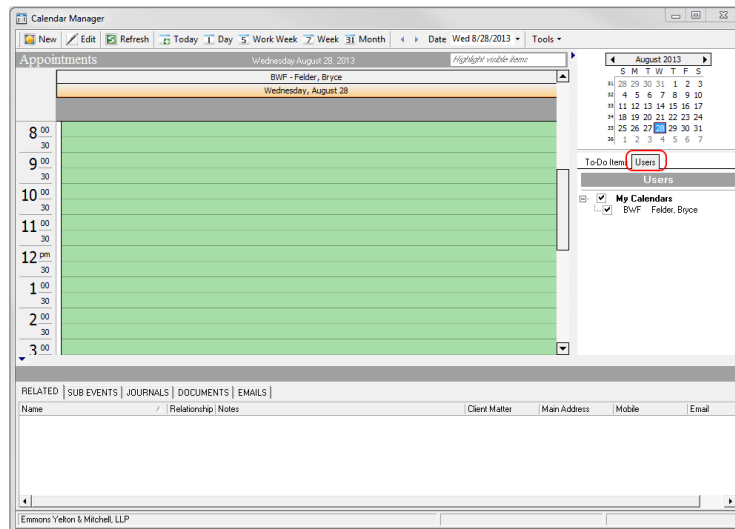
Right click anywhere in the Users panel and select Add Group. Name the Group. (For this example, we used "Real Estate")
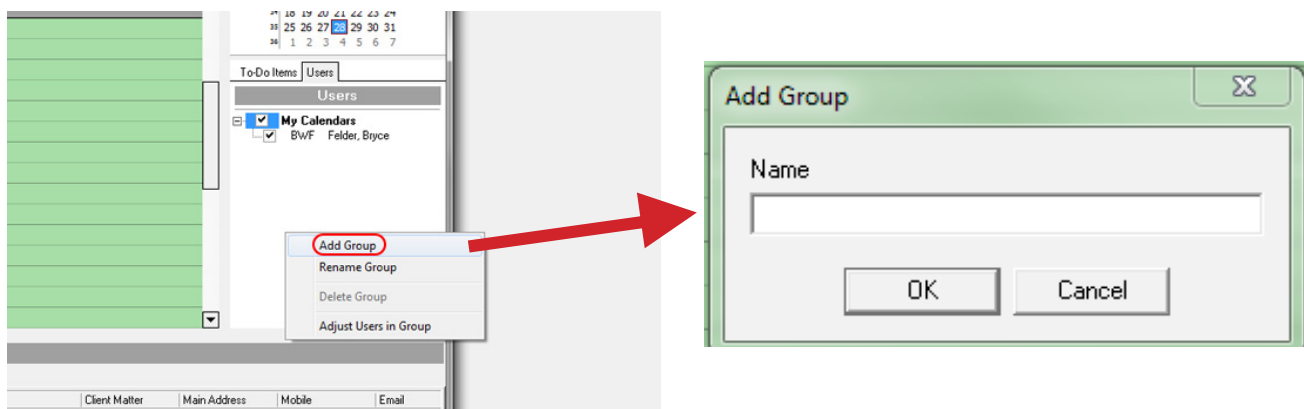
Hover over group name, right click and select Adjust Users in Group.

Select the individual people you would like to include in this calendar group. You can also use the drop-down menu to filter the inactive users.
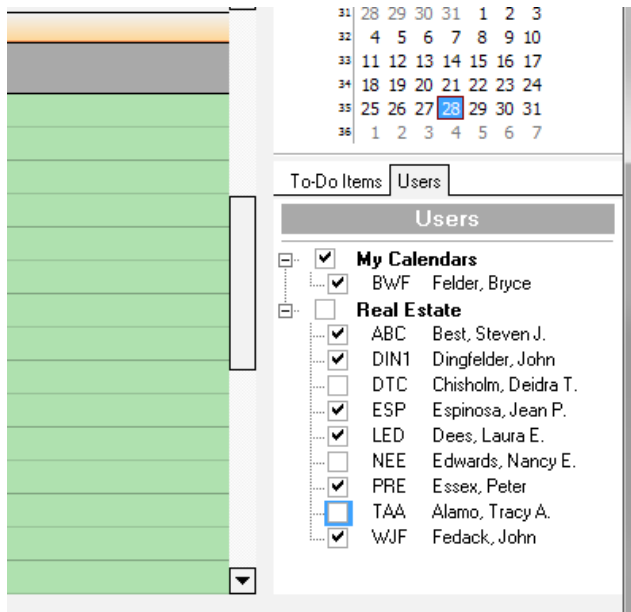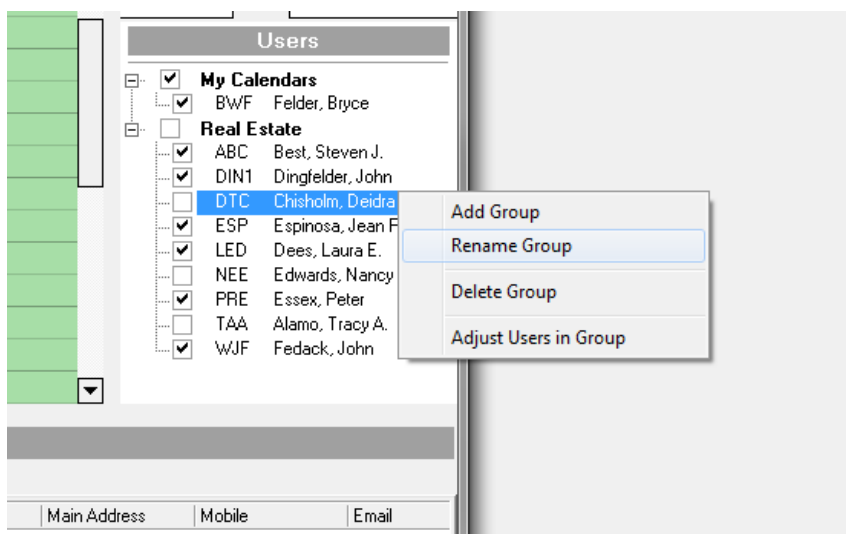
Now from your User view, you can highlight your groups and select the calendars you would like to view.

Renaming and Deleting groups can be completed by right clicking the name of the corresponding group.

Further Questions? Have a Support Tip idea? Let us know, at support@orionlaw.com