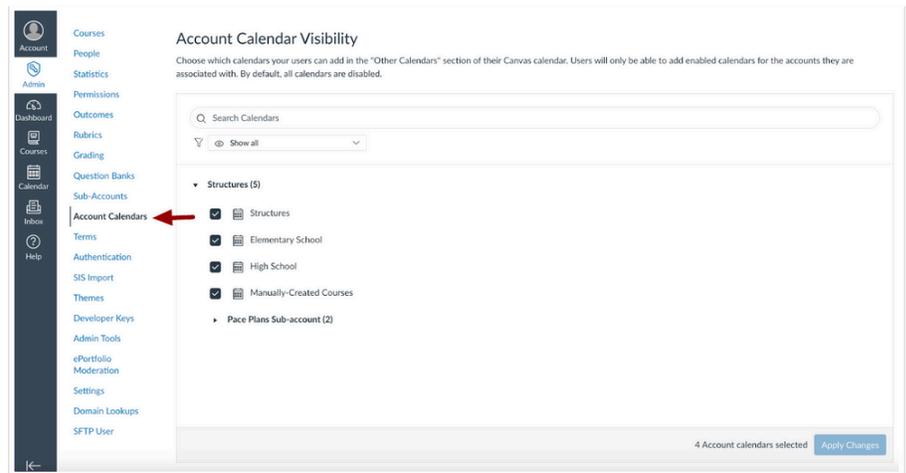
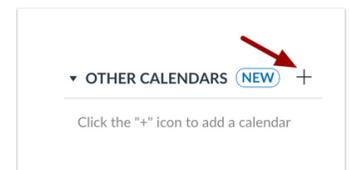


# How do I manage my subaccount calendar?

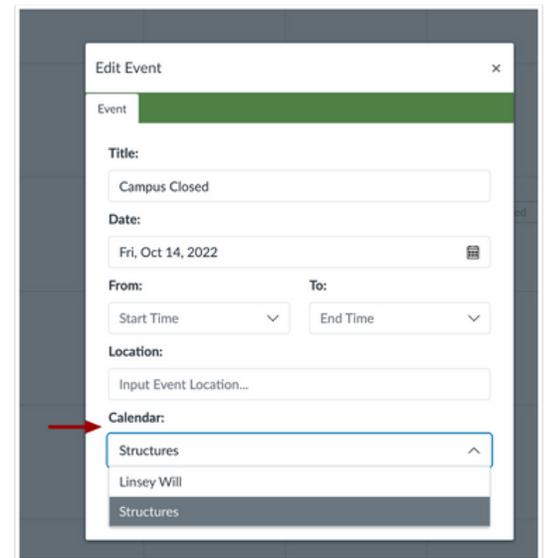
1. Send an email to Canvas Admin with a request to turn on your Subaccount Calendar. Once it has been enabled you will see "Account Calendars" show up in your Admin menu.
2. To view and add events to your subaccount's calendar, click on Calendar in your Global Navigation Bar.



3. Below your individual account calendars, you will now see a heading "OTHER CALENDARS" click the + icon to add your subaccount's calendar.



4. You add events to this calendar just like you add events to your calendar, just make sure to select the subaccount calendar when selecting what calendar to publish it to.



5. Students and teachers can view the calendar events just as they view their course events, by clicking on the "OTHER CALENDARS" options and clicking to view the subaccount calendar.