

How-to Use SharePoint Calendars

Purpose:

The SharePoint Calendar can be a very effective communication and collaboration tool when used to keep co-workers informed about upcoming meetings, deadlines and other important events.

Features:

There are three different ways that SharePoint Calendars can be used:

- The Calendar List - Click the Calendar link to view and edit the list named "Calendar".
- The Calendar Web Part – Can display items as a list or in the calendar view. If you click the "Calendar" link, it will take you to the Calendar's List where you can view and edit items.
- The Outlook Web Access Calendar – Displays events and contacts through OWA.

Creating a New Calendar for a Site:

1. From Internet Explorer, open the home page to the site you will be adding a calendar.
2. Select the **Site Actions > Create > Tracking (column) > Calendar** option.
3. On the "New" page, enter a name, description, and select a Quick Launch option.

The screenshot shows the 'New' page in SharePoint. The breadcrumb trail is 'SharePoint Demonstrations > Create > New'. The page title is 'New'. There are two main sections: 'Name and Description' and 'Navigation'. In the 'Name and Description' section, there is a text box for 'Name' containing 'My Calendar' and a larger text box for 'Description'. In the 'Navigation' section, there is a checkbox labeled 'Display this list on the Quick Launch?' with 'Yes' selected. At the bottom right, there are 'Create' and 'Cancel' buttons.

4. To add an appointment, click the Calendar link on the Quick Launch to go to the list view.
5. Select **New > Item** and then add a title, times and other details, then click OK.
6. You can double click any appointment title to see the details for editing or deleting.

The screenshot shows the 'My Calendar Appointment' page. The breadcrumb trail is 'SharePoint Demonstrations > My Calendar > My Calendar Appointment'. The page title is 'My Calendar: My Calendar Appointment'. There is a 'Close' button at the top right. Below the title, there is a navigation bar with links: 'New Item', 'Edit Item', 'Delete Item', 'Manage Permissions', 'Alert Me', and 'Export Event'. Below the navigation bar, there is a table with the following details:

Title	My Calendar Appointment
Location	
Start Time	9/15/2009 12:00 AM
End Time	9/15/2009 11:59 PM
Description	
All Day Event	Yes
Recurrence	
Workspace	