

Microsoft SharePoint Calendar



Introduction

Once a calendar has been created by your site owner you will have the ability to view the calendar and possibly add items to the calendar.

Viewing a Calendar

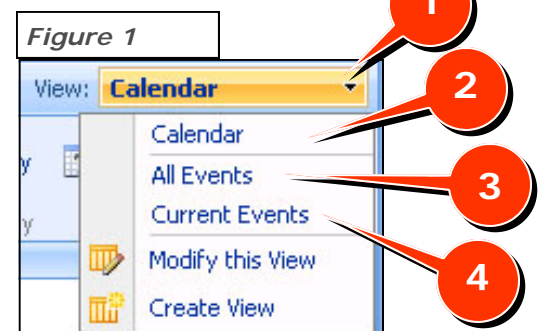
You can view the calendar in a traditional calendar format or in a list format.

1. Open your **SharePoint** site.
2. Click on **Calendar**.
3. Click on the drop down arrow next to **View** (Fig 1, 1).
4. Select **Calendar** (Fig 1, 2) to view your calendar in a calendar format.
5. Select **All Events** (Fig 1, 3) to view you calendar as a list.
6. Select **Current Events** (Fig 1, 4) to view only today's items in a list format.

Process Summary

Calendar

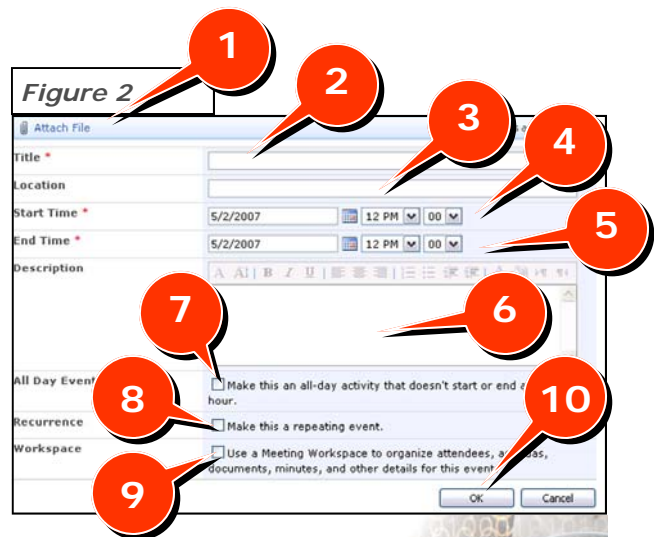
1. Views
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Adding a New Item

If your site administrator has given you permission you will be able to add new items to your calendar.

1. Open your **SharePoint** site.
2. Click on **Calendar**.
3. Click on the drop down arrow next to **New**.
4. Select **New Item**.
5. You can attach a file to your item by clicking on **Attach File** (Fig 2, 1).
6. Complete the **Title** field (Fig 2, 2).
7. The **Location** field (Fig 2, 3) is not a required field.
8. Select a **Start Time** (Fig 2, 4) by typing in a date or using the calendar and selecting a time.
9. Select an **End Time** (Fig 2, 5).
10. The **Description** (Fig 2, 6) field is not required.
11. If your item is an all day event select **All Day Event** (Fig 2, 7).
12. If your item is a recurring event select **Recurrence** (Fig 2, 8).
13. If you are a site owner and need to create a workspace for this item select **Workspace** (Fig 2, 9).
14. Click **Ok** (Fig 2, 10).
15. Your new item will now appear in the calendar.



Connecting to Outlook

If you are running MS Outlook 2003 or 2007 you will be able to add the calendar to your Outlook account. If you are running 2007 you will be able to edit the calendar in Outlook.

1. Click on the drop down arrow next to **Actions** (Fig 3, 1).
2. Select **Connect to Outlook** (Fig 3, 2).
3. You will receive a message in Outlook asking you if you want to add the calendar, select **Yes**.

