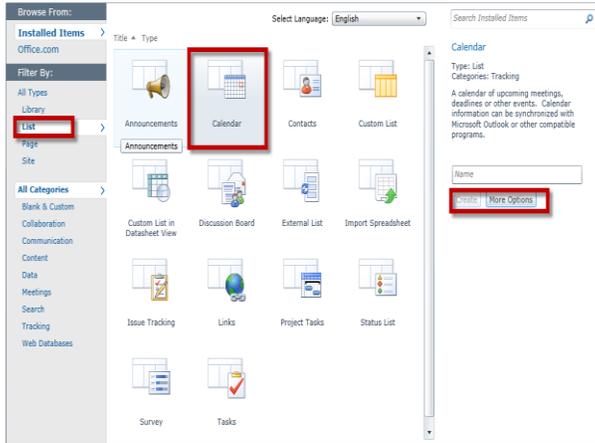


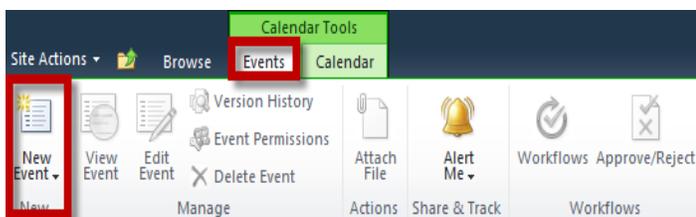
Creating a Calendar

1. From your **SharePoint** site, select Site Actions -> **More Options**
2. On the new window, select List -> **Calendar**
3. Give your calendar a name and **click create**, or more options to make additional changes



Creating a Calendar Entry – Option A

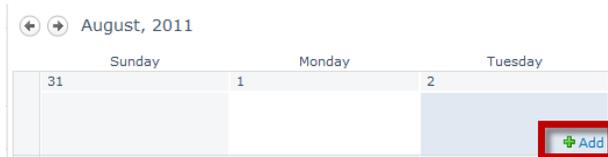
1. Navigate to your calendar.
2. From the ribbon, select the Events Tab -> **New Event**



3. On the next screen that comes up, you can set the time of the meeting, category, as well as if the meeting recurs or not.

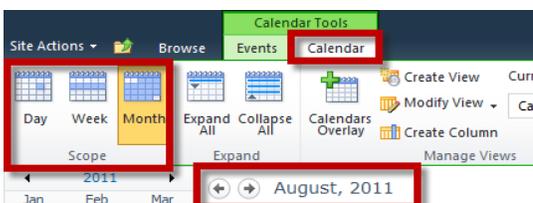
Creating a Calendar Entry – Option B

1. Navigate to your calendar.
2. On the Calendar, **click the day** for which you would like to add the event.
Click Add in the corner.



Changing Calendar Scope

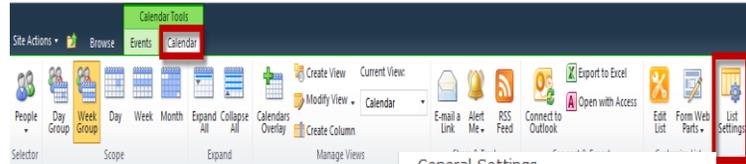
1. From your **SharePoint Site**, navigate to the **Calendar** you wish to view.
2. From the ribbon, click the **Calendar** tab.
3. Once in the Calendar Tab, you can select Day, Week, or Month as to how you wish to view your calendar.
4. You can also navigate between the dates by utilizing the arrows at the top of the calendar.



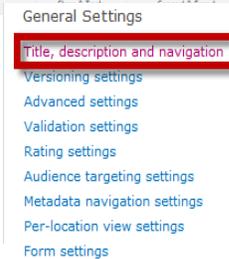
Utilizing Calendar Groups

Scheduling a meeting when everyone is free may not be an easy task. With Calendar Groups in SharePoint, you can easily see other team members' availability.

1. Open the **Calendar** that you wish to change to a group calendar.
2. From the ribbon, click Calendar -> **List Settings**

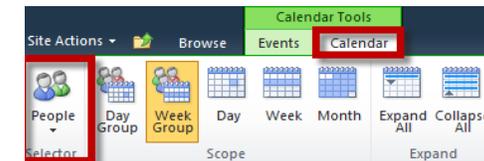


3. Once on the **settings** page, click **Title, Description and Navigation**
4. On the new window, click the **Yes** radio button under Group Calendar Options.



Changing Calendar Groups

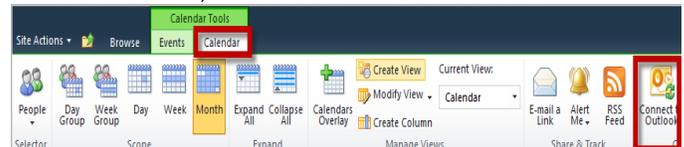
1. After enabling Group Calendars, you can change the group calendars that you view.



2. **Navigate to the calendar** on your site.
3. From the ribbon, click the Calendar Tab -> **People**
4. You can also add individuals through the **Add Person** box.

Connecting Calendar to Outlook

1. **Navigate to the calendar** you wish to connect to Outlook.
2. From the ribbon, select Calendar -> **Connect to Outlook**



3. On the window that appears, **click Allow**.
4. Outlook should prompt a window, **click Yes**.
5. Your SharePoint Calendar should now be listed in your Outlook.

Calendar Change Notifications

If any events on your calendar were to change, no worries! With SharePoint, you can easily create alerts to notify you that there has been a location or time change, or a change to the itinerary.

1. Open up the Calendar that you wish to create alerts for,
2. From the Ribbon select the Calendar Tab -> **Alert Me** -> **Set Alert on this list**
3. A new window will appear and from here you can modify what changes to the calendar you would like to be notified

