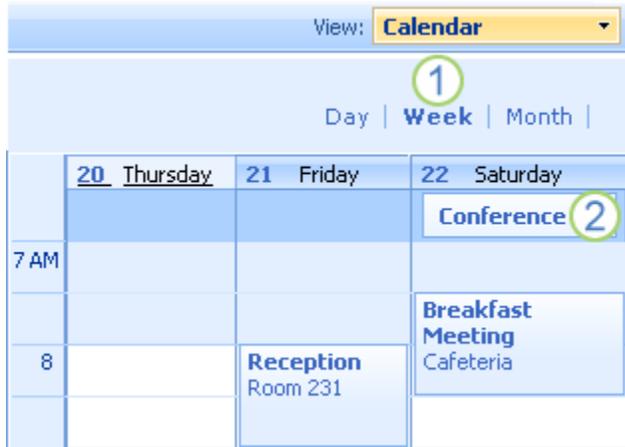


Working with SharePoint calendars

SharePoint comes with a default calendar that you can customize and update. You can create additional calendars if you need them. Calendars are useful for managing your schedule by day, week, and month. You can make any of these views your default view for the site or you can create custom views. You can easily navigate forward and back in your calendar within the view.



1. Calendars have different views.
2. All-day events appear at the top of a calendar according to date; other events appear according to date and time.

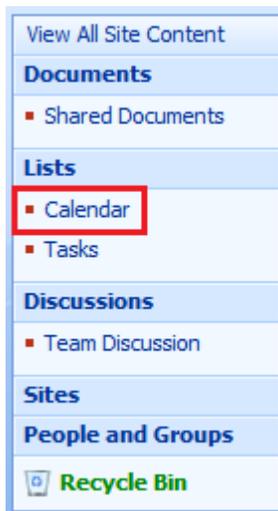


You can add events to a calendar. Additionally, meeting requests and attachments can be added to a calendar by sending email messages. If you use a calendar program that is compatible with SharePoint (i.e. Microsoft Outlook), you can view and update the calendar on your site from a calendar program.

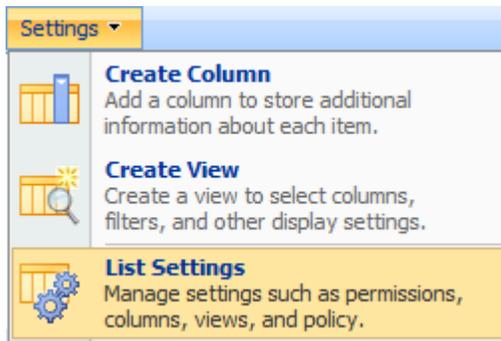
You can manage the process for updating your calendar just as you manage the updates to any list. You can require approval for items submitted to a calendar and manage which groups of people can see events before they are approved. You can also track versions of calendar items so that you can see what has changed and, if necessary, restore previous versions.

Customize the default calendar

1. On the Quick Launch, click **Calendar**. (If Calendar does not appear, first click **View all Site Content**.)



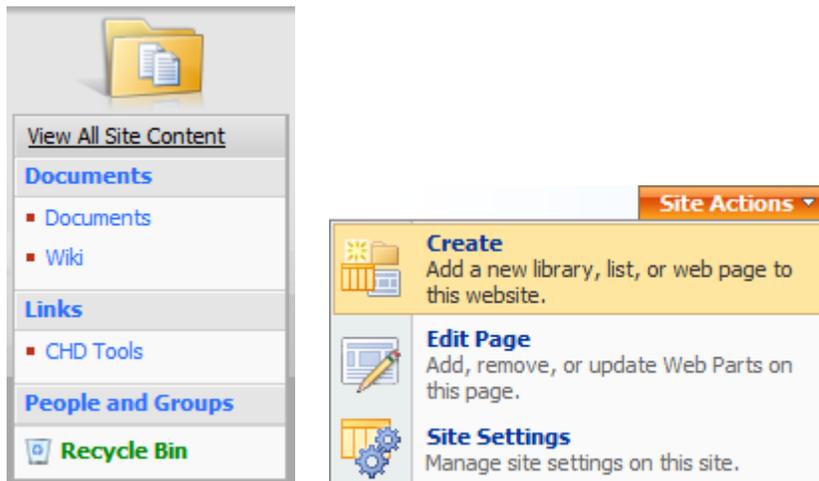
2. To change the settings for your calendar, click on the **Settings** menu and select **Calendar** or **List Settings**.



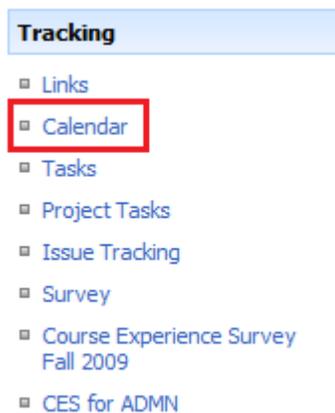
3. To change the title and description, click **Title, description and navigation**, located under **General Settings**. Then type a different title and description.
4. Change any additional settings that you would like and click **Save**.

Create a new calendar

1. Click **View all Site Content**. Then click **Create**. In most cases, you can also use the **Site Actions** menu.



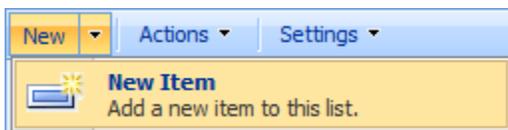
2. Under **Tracking**, click **Calendar**.



3. In the **Name** box, type a name for the calendar. This is a required field, as the name appears at the top of the calendar page, becomes part of the URL (web address) for the calendar page, and appears in the navigational elements that help users find and open the calendar.
4. In the **Description** box, type a description/purpose of the calendar (optional). If entered, the description appears at the top of the calendar page in most views, underneath the name of the calendar. If you plan on enabling the list to receive content by email, you may want to add the email address of the calendar in the description field.
5. To add a link to the calendar on the Quick Launch, click **Yes** in the **Navigation** section.
6. If an **E-mail** section is available on the **New** page, your administrator has enabled your site to receive content by email. If you want people to add events to the calendar through email, click **Yes**. Then, in the **E-mail address** box, type the first part of the address that you want people to use for the calendar.
7. When you are finished, click **Create**.

Add an event from a site

1. Navigate to the calendar. (If the name of your calendar does not appear in the Quick Launch, click **View All Site Content** then click on the calendar.)
2. On the **New** menu, click **New Item**.



3. To make the item an all-day event (so that it doesn't appear at a specific time slot on a calendar), select the **Make this an all-day activity...** checkbox in the **All Day Event** section.
4. To make the event repeat (for example, every Wednesday at 11 a.m.), select the **Make this a repeating event** checkbox in the **Recurrence** section.
5. Enter any other information that you desire, then click **OK**.

You can create a Meeting Workspace site (a website based on the Meeting Workspace template that is used for planning, posting, and collaborating on meeting materials) when you create an event.