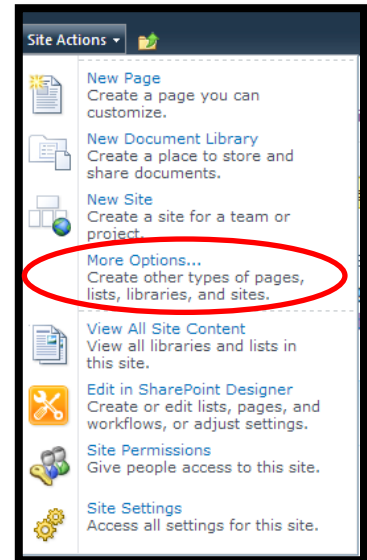


SharePoint Calendars

Calendar Setup

1. **Login** to your SharePoint site
2. Create a calendar:
 - Select **Site Actions** from the top left side of the ribbon
 - Under **More Options**, select “**Create other types of pages...**”
 - Choose **Calendar**, listed under **Tracking**

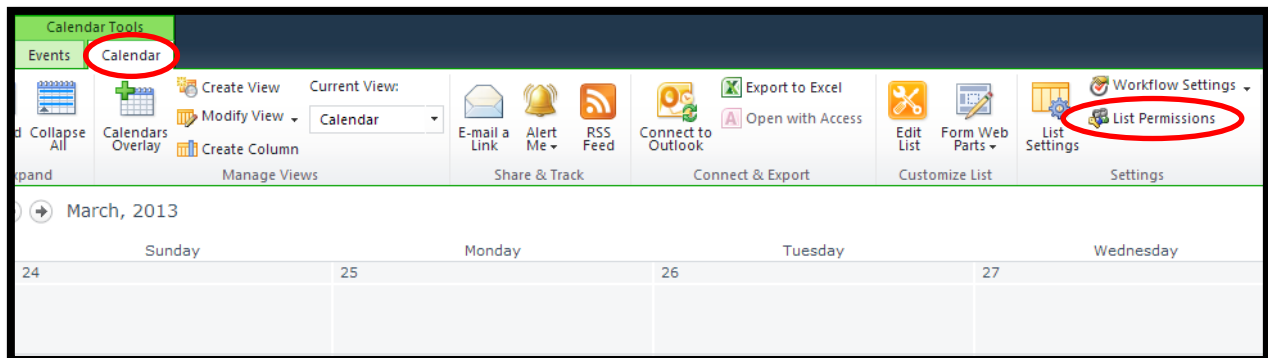


Calendar Permissions

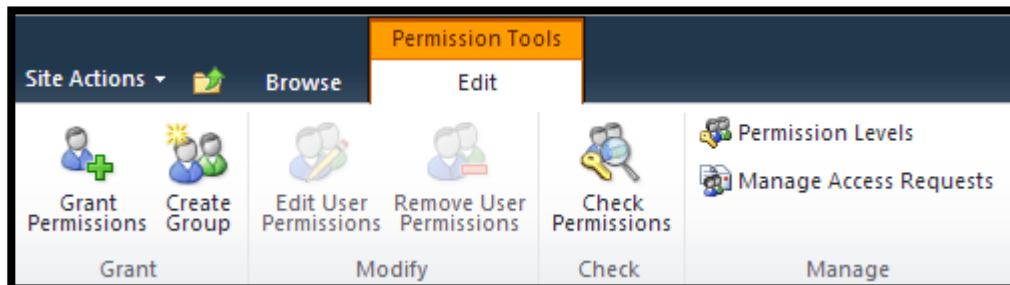
The new calendar inherits permissions from the parent site and will be accessible by anyone already having permission to the site.

To create **unique** permissions to the calendar (different from the site permissions), use the following directions:

1. Go to the appropriate **Calendar**
2. Select **Calendar** from the **Calendar Tools** tab in the ribbon
3. Choose **List permissions**



4. To stop inheriting permission from parent, click **Stop Inheriting Permissions** on the left side of the ribbon
5. To specify users and permissions to the calendar, click **Manage Parent**
 - Select options from the **Grant, Modify, Check, or Manage** group

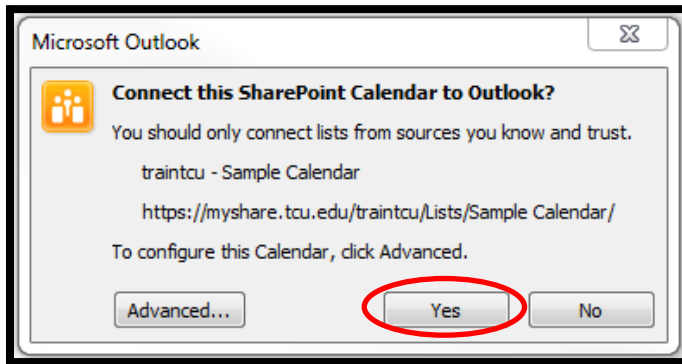


Connect the Calendar to Outlook

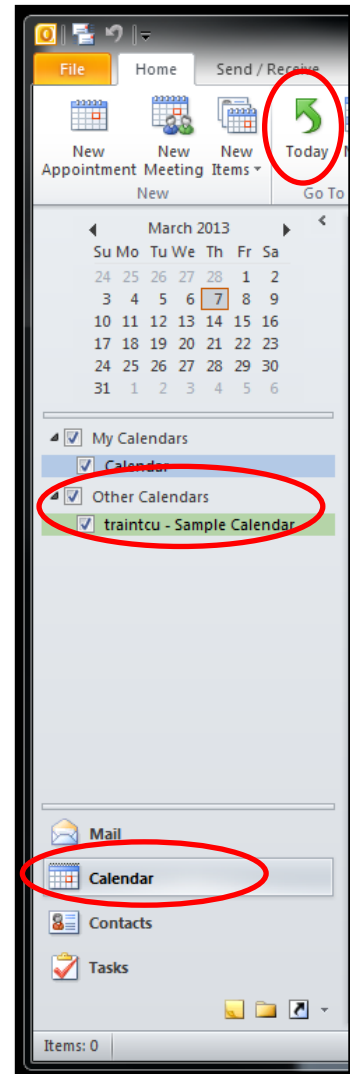
1. Select **Calendar** from the **Calendar Tools** tab in the ribbon
2. Choose **Connect to Outlook** from the **Connect & Export** group

Instructions to Setup Outlook to View and Edit the SharePoint Calendar

1. Open **Outlook** and minimize the window
2. **Login** to your SharePoint Site and open the SharePoint calendar
3. In Calendar Tools, select **Calendar**
4. Click on **Connect to Outlook**
5. Answer **Allow** to the prompts given
6. Answer **Yes** to the prompt



7. You will be returned to the outlook window in the Calendar section
8. Under the list of **Other Calendars**, check the boxes to display or hide the new calendar



Refresh the Outlook Calendar

When sharing a calendar, you may not see updates made by others in a timely manner. To refresh the calendar, select the **Send / Receive** tab and click **Send/Receive All Folders**.

