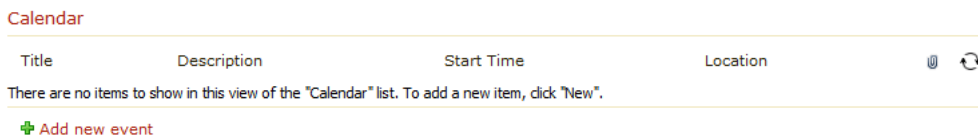


# Using the SharePoint Calendar

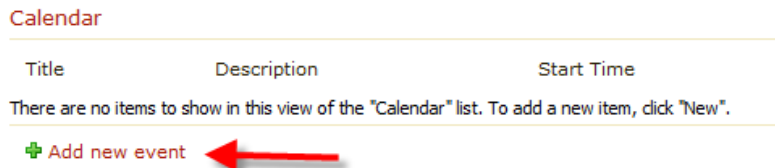
By Scott Badger and Megan DiBonaventura

Calendar	PC	MAC
Connect to Outlook	Yes	No
Connect to OWA	No	No
Notification of new events/changes	Yes	Yes

## Creating a New Event



1. When you log on to your SharePoint site, there is a calendar on the main page. (**Note:** In some SharePoint, the Calendar title has been renamed to a different title.)



2. To add an event to the calendar, click "Add new event".

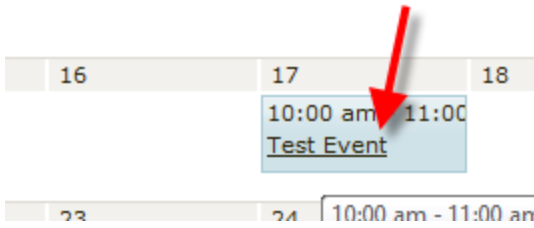
3. Items with a red asterisk (\*) next to them is a required field. So you must put a title on your calendar event as well as a start and end time. You can add a location or attach a file (perhaps an agenda). Once you've completed your event, click OK.
4. Click Save.

## Editing an Event

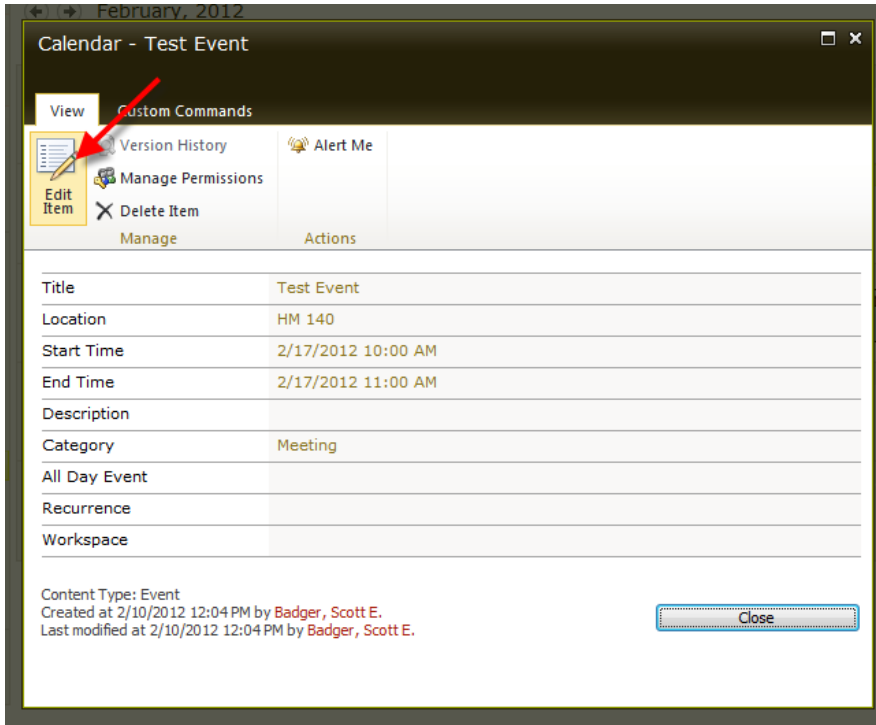
Calendar

Title	Description	Start Time	Location		
Test Event		2/17/2012 10:00 AM	HM 140		

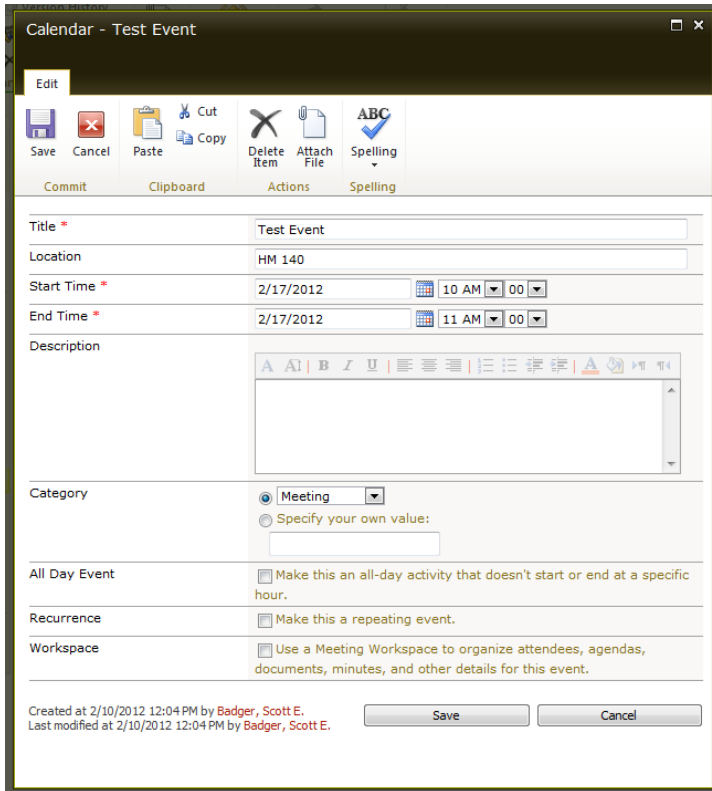
+ Add new event



1. Click on the event on the main page or in the calendar view.



2. Click "Edit Item".



3. Make the changes to the event and then click Save.