Adding a Group calendar to a SharePoint Site and Outlook

1. In SharePoint open the team site where a calendar is required.
   a. When the team site is created, a group is automatically associated to the site. The group also has a calendar associated to its group outlook account.
2. On the site Home page, click the **New** button and choose App from the drop-down.
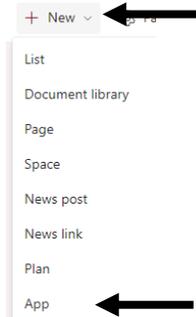
3. On the My apps page, locate and click on the *classic experience* link at the end of the **Apps you can add** paragraph.
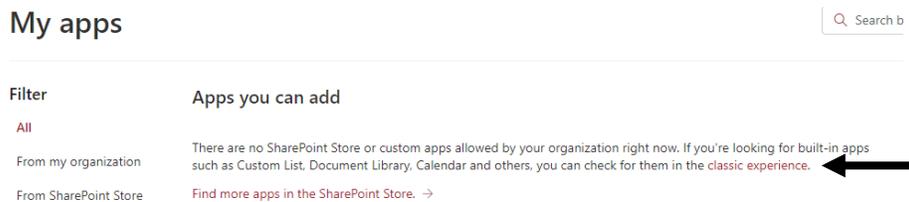
4. Locate and click on the Calendar tile in the classic view.

5. In the Adding Calendar window, give the calendar an appropriate name and tap the **Create** button.

Adding Calendar   ×

Pick a name
You can add this app multiple times to your site. Give it a unique   Name:
name.

Advanced Options   Create   Cancel

6. The calendar is added to the site but not to the Quick Launch navigation bar, you should also be on the Site Contents page.
   a. To add the calendar to the Quick Launch navigation, click the **Show Actions** ellipsis button of the calendar and select Settings. (Right-clicking the calendar will also display the three options found under the ellipsis.)

   Delete

   Ques Party Listing   Settings   ← 2

   Site Pages   Details

   Team Site Calendar   ⋮ ← Events list   ← 1
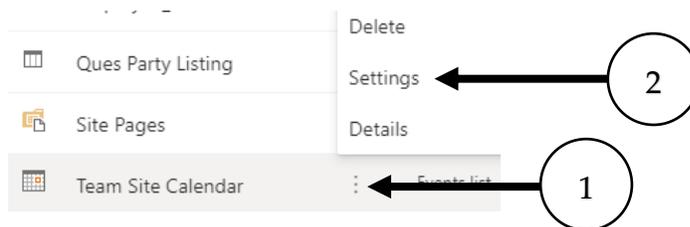
   b. Copy the Web Address: located near the top of the page.
   c. At the bottom of the Quick Launch navigation, click the **Edit Links** button. Once in Editing mode click the **New link** button.

   ⊕ link

   d. Enter a name for the link and paste the copied URL into the Address: field, then tap the **Ok** button.

   Add a link   ×

   Text to display
   Group Calendar

   Address
   https://adatum20230717.sharepoint.com/sites/BST/Lists/Team Site Cale
                                           Try link

                        OK   Cancel
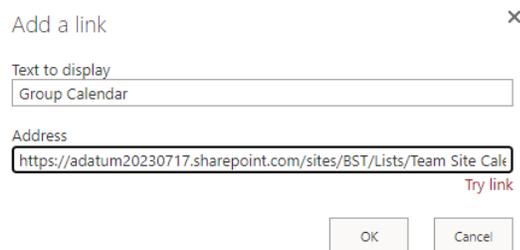
   e. Finally, click the **Save** button at the bottom of the Quick Launch.

   Group Calendar
   Drag and drop link here
   ⊕ link
   Save   Cancel
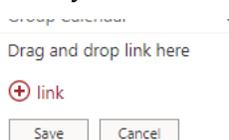
Adding the Calendar to your Outlook list of calendars

Once the calendar link has been added to the Qauick Launch navigation, users of the site can easily access it. Calendars in SharePoint are displayed in the Classic Experience and as such have a ribbon and tabs for accessing calendar controls.

1. While in the calendar, locate and click on the calendar tab in the ribbon.
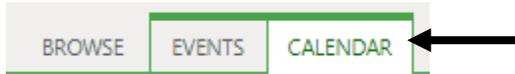
2. In the Connect & Export group, click the **Connect to Outlook** button. (You may be prompted to allow Outlook to open the calendar)
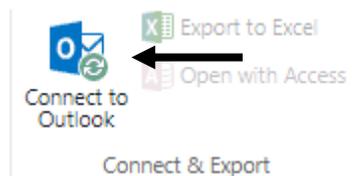
3. In the Microsoft Outlook window, tap the **Yes** button to add the calendar to your outlook account. (Here again you may be prompted to sign into your account to estabilish the connection. This should only need to be done once as the calendars are being connected.)
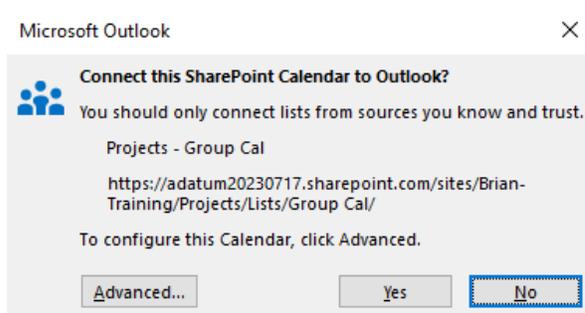
4. Once connected to the calendar, it is listed as **Site name-Group Cal** in the My Calendars section within Outlook.
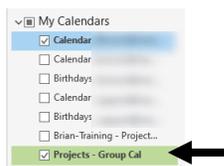
   a. The calendar is now accessed in Outlook by check it on and off. Events added to this calendar in Outlook are added to and visible within SharePoint.

Adding an Event Web Part to a SharePoint Page

Adding an Events web part which is connected to the site calendar will now allow events to be created and shown in the webpart, group calendar, as well as in Outlook.

1. Go to the page where you want to share a view of upcoming calendar events.
2. Click the Edit button in the upper right of the page.

3. Hover above or below the web part where you want to add the Events webpart. When the gray bar with the circled plus sing is displayed, click it to open the add web part options.

4. In the Add Web part window, scroll to the News, people and events section to locate the Events web part or simply type *Events* into the search bar.
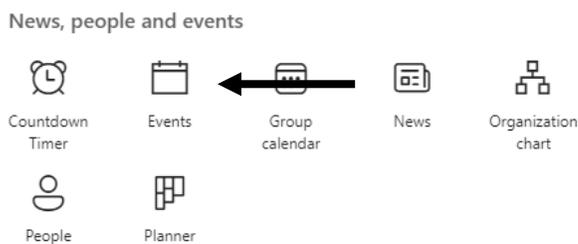
5. When the Events web part has been added and selected, click the Edit button at the upper left of the web part.

6. In the Events panel examine and set the options -
   a. **Source:** define what calendar association is needed. (Using This Site will connect to the sites group calendar.)
   b. **Category:** can be used to filter the types of events shown.
   c. **Date Range:** Can be used to focus upcoming to specified ranges.
   d. **Layout:** choose the desired layout.

    e. **Show up to this …**: define how many items should be displayed in the web part.

    f. **Enable audience targeting**: can be applied to show events to specified groups.

7. When done making the edits to the web part, click the Republish button at the upper right of the page.

✓ Your draft has been saved   📖 **Republish**

8. To add a new event, click the Add event link in the upper left of the webpart.

    + Add event

9. Enter all information for the event and tap the **Save** button to add the event in the SharePoint calendar, Outlook, and the Event webpart.

    a. If the event is a Teams meeting, create the meeting and copy the link so it can be pasted into the Link Address: field.