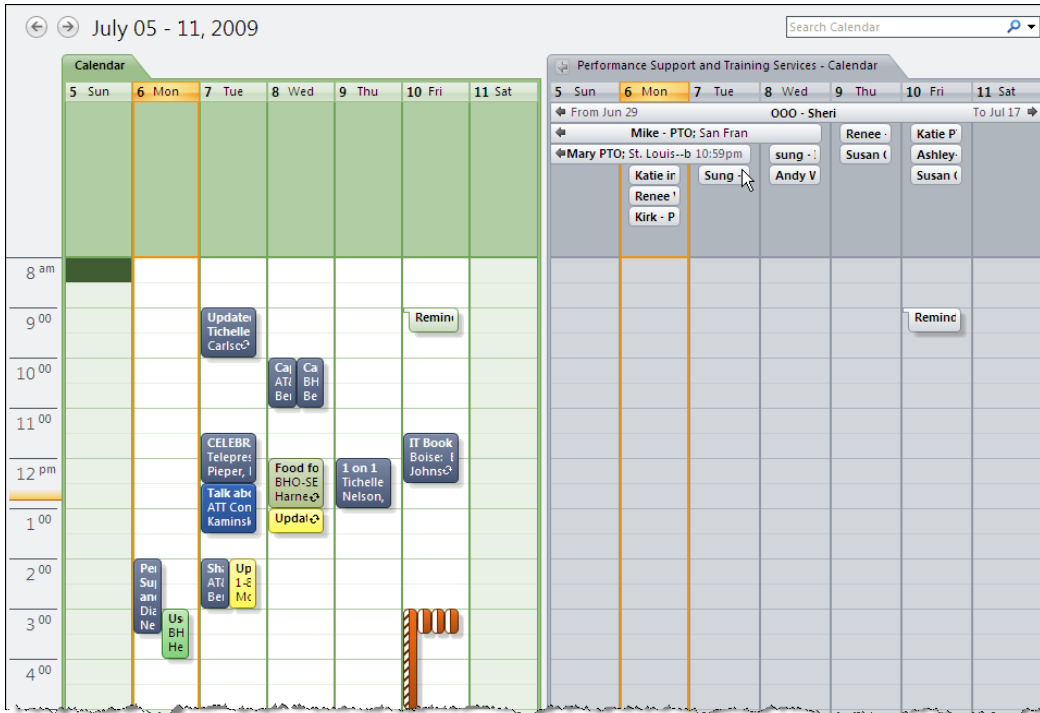


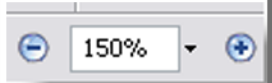
Synchronize a SharePoint Calendar to Outlook

While it's nice to have the collaboration of a SharePoint calendar, the truth is that most people use their Outlook calendar on a regular basis, but forget to check the SharePoint calendar.

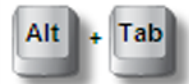
This document will walk you through the steps to [synchronize](#) a SharePoint calendar to your Outlook calendar, how to do an ["overlay"](#) and how to easily [work between the two calendars](#).



On the Menu -
zoom in or out >>



On your Keyboard -
jump to an application >>



On the Environment -
if you MUST print, use the double-sided option



SYNCHRONIZE

Locate the SharePoint calendar you wish to synchronize with.

Click **Actions**.

Click **Connect to Outlook**.

Now you're ready to move to Outlook.

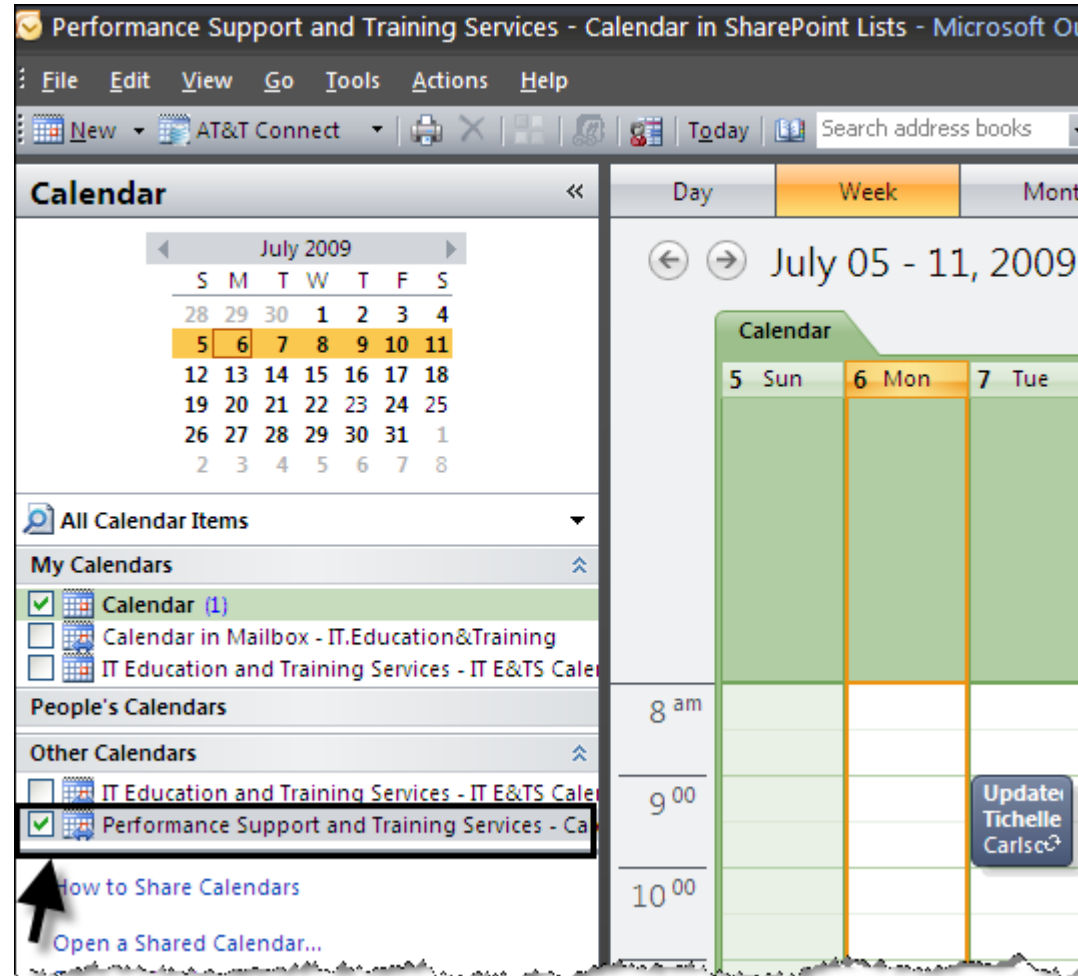


NOTE: You only have to perform this step one time – after the first time you connect, all calendar items will be updated in your Outlook view automatically.

The SharePoint calendar displays normally.

Open your Outlook Calendar.

Under Other Calendars, **click to place a checkmark** in the box in front of the name of the SharePoint calendar (in this case, it's Performance Support and Training Services).

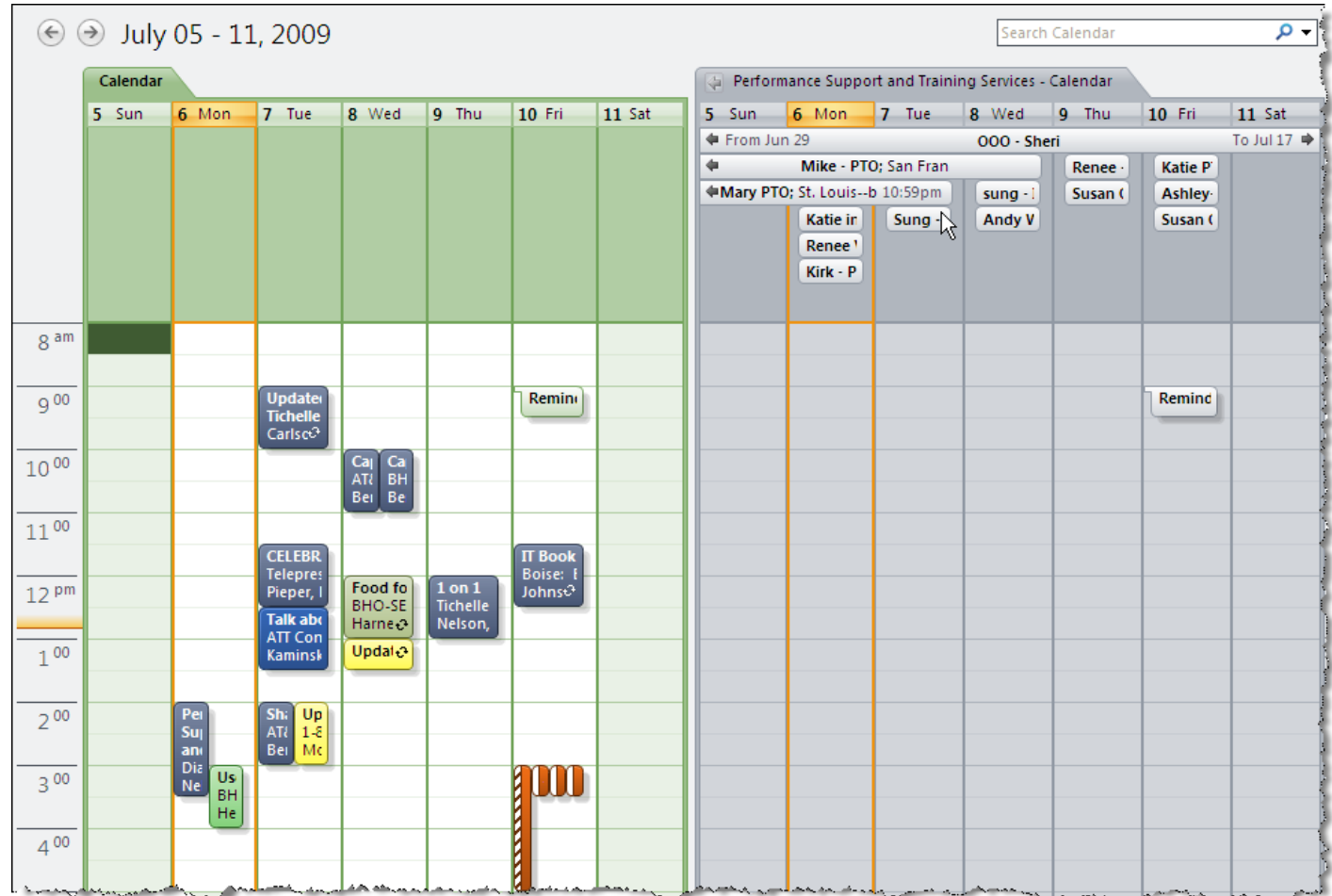


The SharePoint calendar will appear side-by-side with your Outlook calendar.

You can now see both calendars at once.

To make the SharePoint calendar disappear, simply uncheck the box in front of the calendar name to "turn it off".

Next we'll take a look at the "overlay" feature.



OVERLAY

While it's nice to see the calendars side-by-side, you can also do a calendar overlay.

When both calendars are displayed, click the left arrow next to the calendar name of the SharePoint calendar.



HINT: This is on the top of the calendar itself, not on the left toolbar of Outlook.

The screenshot shows the Outlook calendar interface for Monday, July 06, 2009. Two calendars are displayed side-by-side. The left calendar, titled 'Calendar', shows a green background for the day. The right calendar, titled 'Performance Support and Training Services - Calendar', shows a list of events for the day, including 'OOO - Sheri', 'Mike - PTO; San Fran', 'Mary PTO; St. Louis--baptism', 'Katie in at 11:00 - Dr Apt', 'Renee Vacation', and 'Kirk - PTO - all day 7/6'. A red box highlights the left arrow next to the SharePoint calendar name. Two meeting events are visible in the Outlook calendar: 'Performance Support and Training Services weekly team meeting' and 'User Experience CPI Team Monthly Me'.

The SharePoint calendar will "overlay" your Outlook calendar.

You can now see all entries from the SharePoint calendar "over" the entries on the Outlook calendar. This is convenient because you don't have to shift back and forth to see if there are conflicting meetings, etc.

Click **Calendar** (the green tab)*.

Which calendar is in the front?

In the image to the right, you can tell that the SharePoint calendar is the front calendar and the Outlook calendar is in the back.

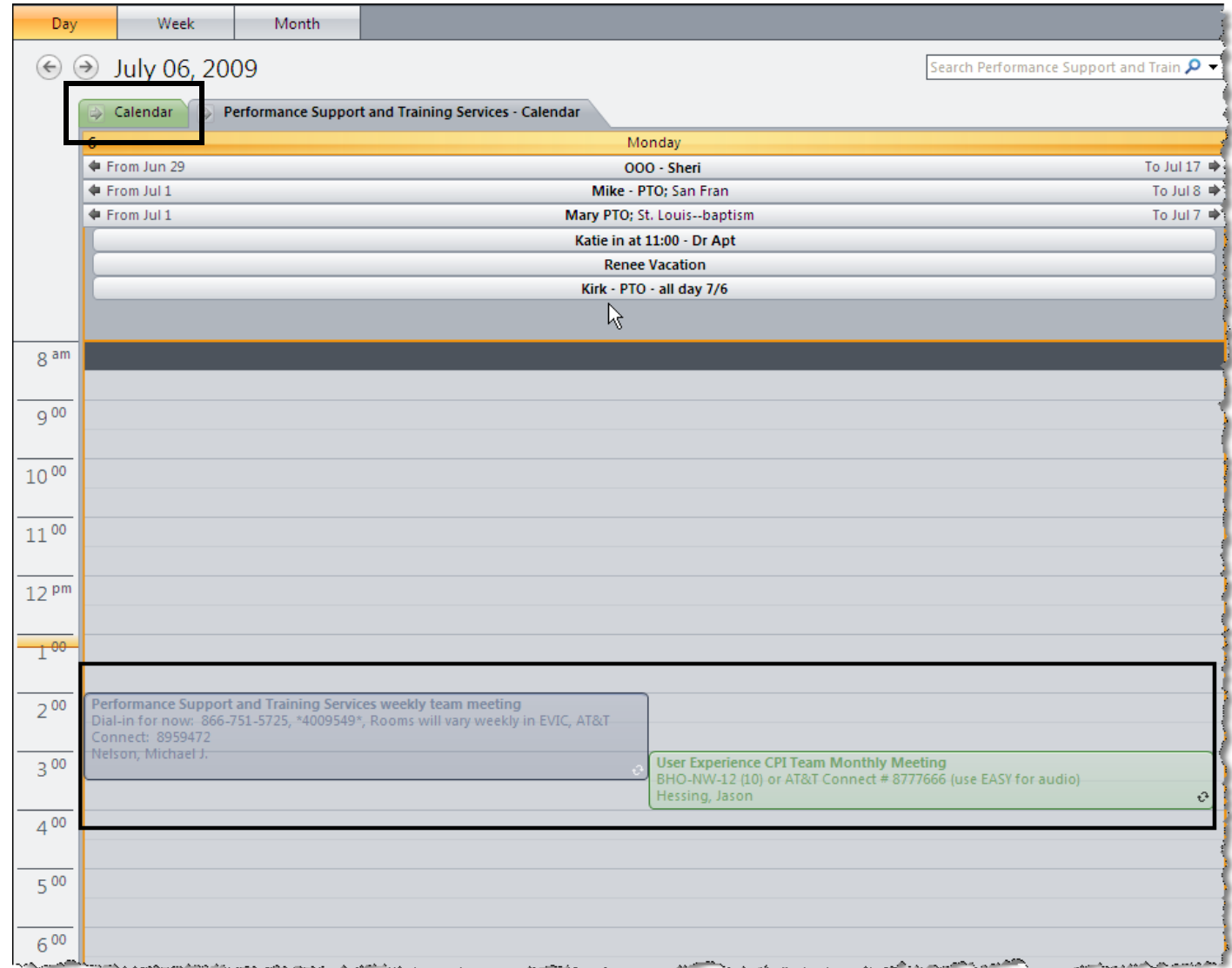
Note the gray* tab for the Performance Support and Training Services calendar (the SharePoint calendar).

The calendar you see now has the gray* color (same as the tab) and is the front calendar.

The two meetings on the Outlook calendar look opaque, or faded, since the Outlook calendar is behind the SharePoint calendar.

To change which calendar is in the front, simply click the calendar tab.

***the colors you see may be different than what you see in this example**



The Outlook calendar becomes the front calendar.

Now the Outlook calendar is the front calendar and you can use your calendar normally to schedule meetings or anything else.

At the same time, you can see entries from the SharePoint calendar.

The screenshot shows the Outlook calendar interface for Monday, July 6, 2009. The calendar is in a weekly view, with the current day highlighted. The top navigation bar includes 'Day', 'Week', and 'Month' views, along with a search bar and navigation arrows. The main calendar area shows a list of events for the day, including:

- From Jun 29: OOO - Sheri (To Jul 17)
- From Jul 1: Mike - PTO; San Fran (To Jul 8)
- From Jul 1: Mary PTO; St. Louis--baptism (To Jul 7)
- Katie in at 11:00 - Dr Apt
- Renee Vacation
- Kirk - PTO - all day 7/6

The time slots on the left range from 8 am to 5:00 pm. Two meeting events are visible in the 2:00 to 3:00 pm slot:

- Performance Support and Training Services weekly team meeting**
Dial-in for now: 866-751-5725, *4009549*, Rooms will vary weekly in EVIC, AT&T
Connect: 8959472
Nelson, Michael J.
- User Experience CPI Team Monthly Meeting**
BHO-NW-12 (10) or AT&T Connect # 8777666 (use EASY for audio)
Hessing, Jason

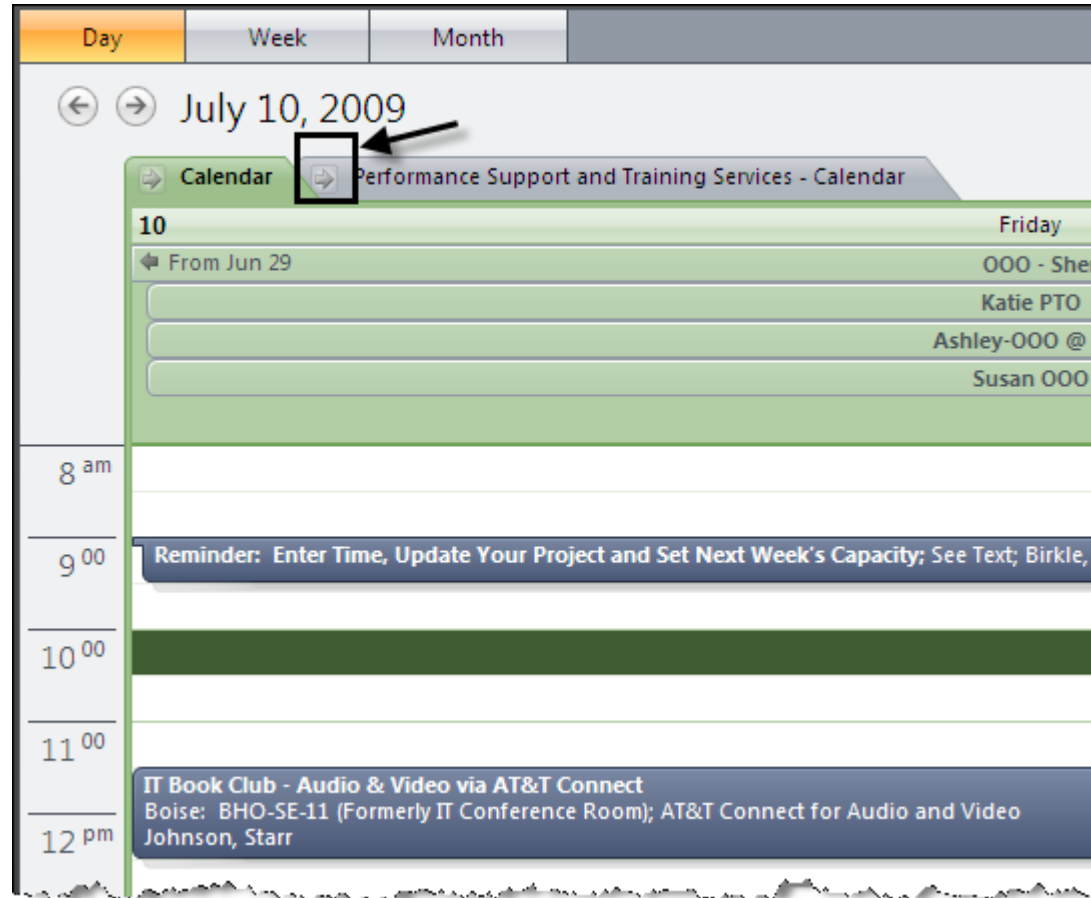
WORK BETWEEN THE TWO CALENDARS

In addition to simply seeing the SharePoint calendar, you can quite easily work between the two calendars.

For example, if you have a meeting on your Outlook calendar that you would like on the SharePoint calendar, you can accomplish it with a quick drag and drop.

First, you need to change the view from the "overlay" view to the side-by-side view.

Click the arrow to the left of the SharePoint calendar name on the Calendar tab.



The Outlook calendar and the SharePoint calendar appear side-by-side.

Grab the desired meeting from one calendar and drag it over to the other calendar. Drop the meeting in the time slot desired.



HINT: You can only do this if you have Contribute or Owner access to the SharePoint Calendar.

The screenshot displays two Outlook calendar windows side-by-side for Friday, July 10, 2009. The left window, titled 'Calendar', shows a meeting titled 'Reminder: Enter Time, Update Your Project and Set Next Week's Capacity; See...' at 9:00 AM. The right window, titled 'Performance Support and Training Services - Calendar', shows the same meeting being dragged from the left window. A mouse cursor is positioned over the meeting in the right window, and a small '+' icon is visible below it, indicating the meeting is being added to the second calendar. Other meetings visible in the left window include 'IT Book Club - Audio & Video via AT&T Connect' and 'Katie PTO'.

The meeting now appears on both calendars.

In SharePoint, the meeting is also added to the calendar with no further steps.

Performance Support and Training Services > Calendar

Calendar

Use the Calendar list to keep informed of upcoming meetings, deadlines, and other important events.

New ▾ Actions ▾

← → Friday, July 10, 2009

	000 - She
	Susan OO
	Ashley-000 C
	Katie PTC
7 AM	
8	
9	
10	10:00 AM Reminder: Enter Time, Update Your Project and Set Next Week's Capacity See Text
11	

This process ends.