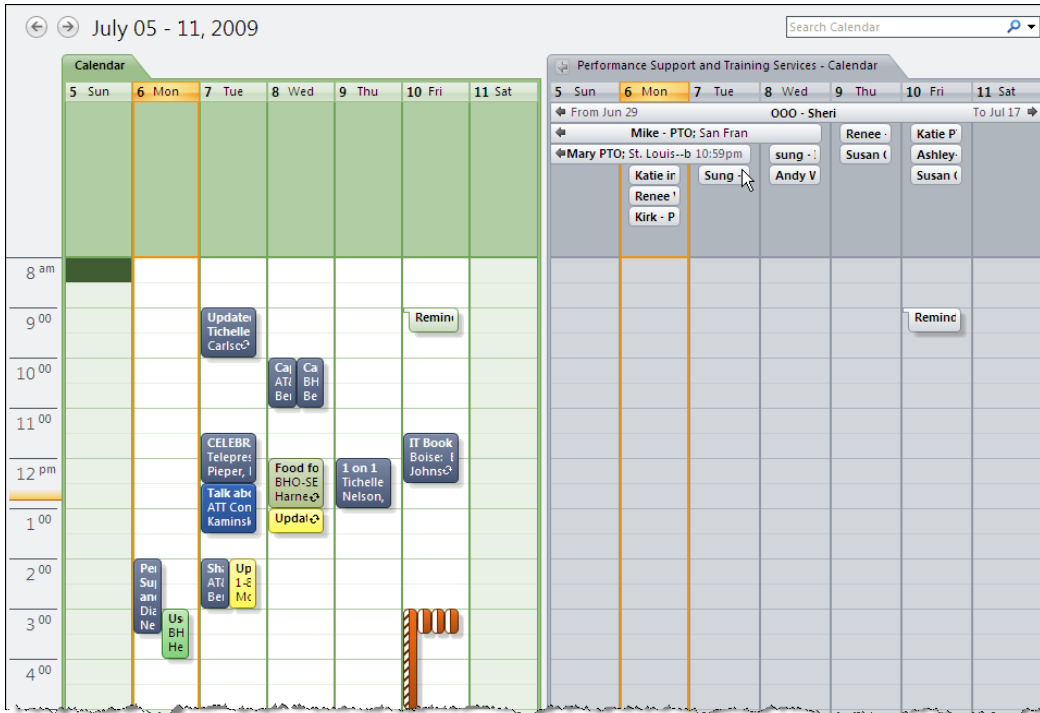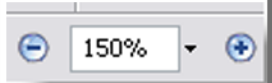# Synchronize a SharePoint Calendar to Outlook

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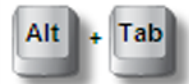
This document will walk you through the steps to synchronize a SharePoint calendar to your Outlook calendar, how to do an "overlay" and how to easily work between the two calendars.

On the Menu -
zoom in or out >>

150%

On your Keyboard -
jump to an application   >>

Alt + Tab

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

SYNCHRONIZE

Locate the SharePoint calendar you wish to synchronize with.

Click **Actions**.

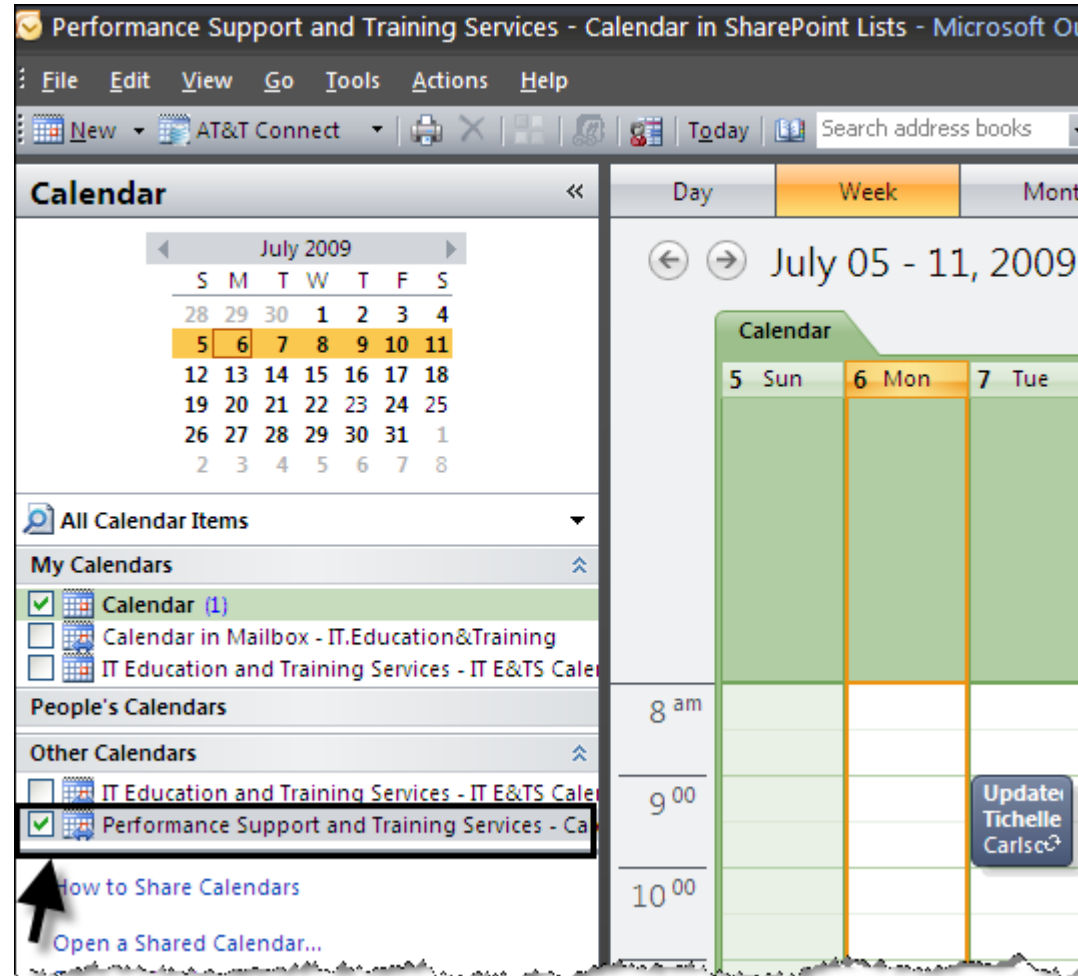Click **Connect to Outlook**.

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).
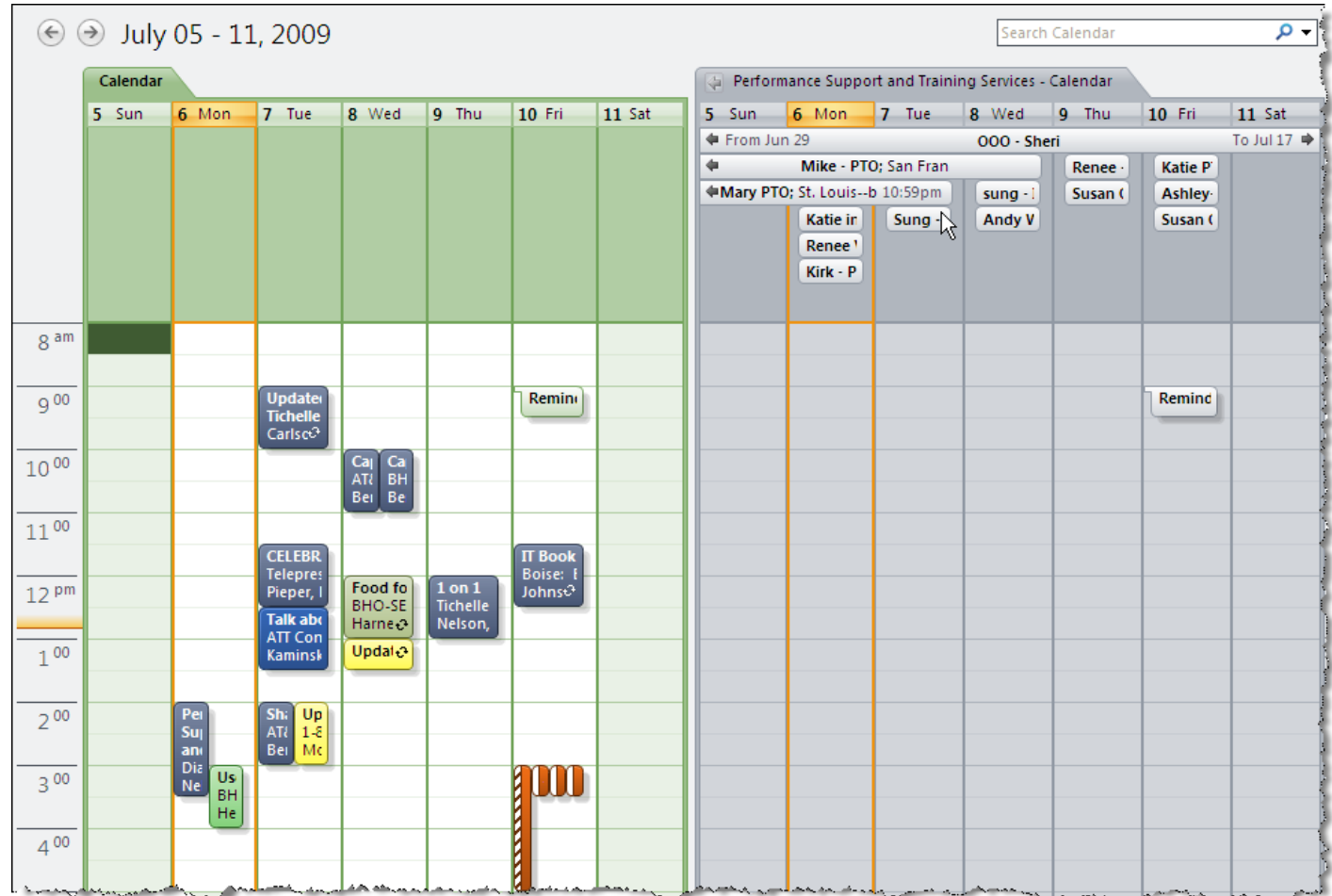

The SharePoint calendar will appear side-by-side with your Outlook calendar.

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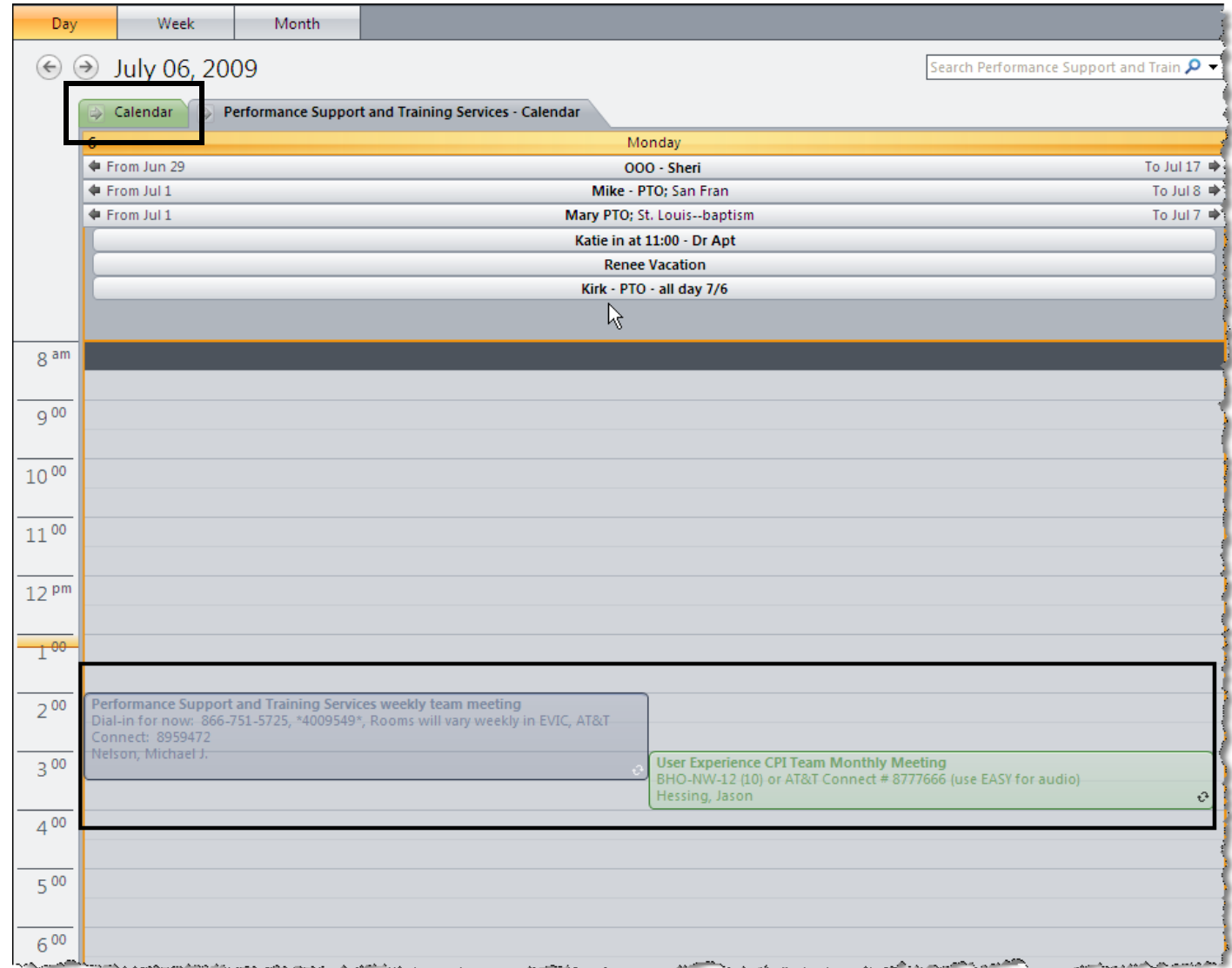
Note the gray* tab for the Performance Support and Training Services calendar (the SharePoint calendar).

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.

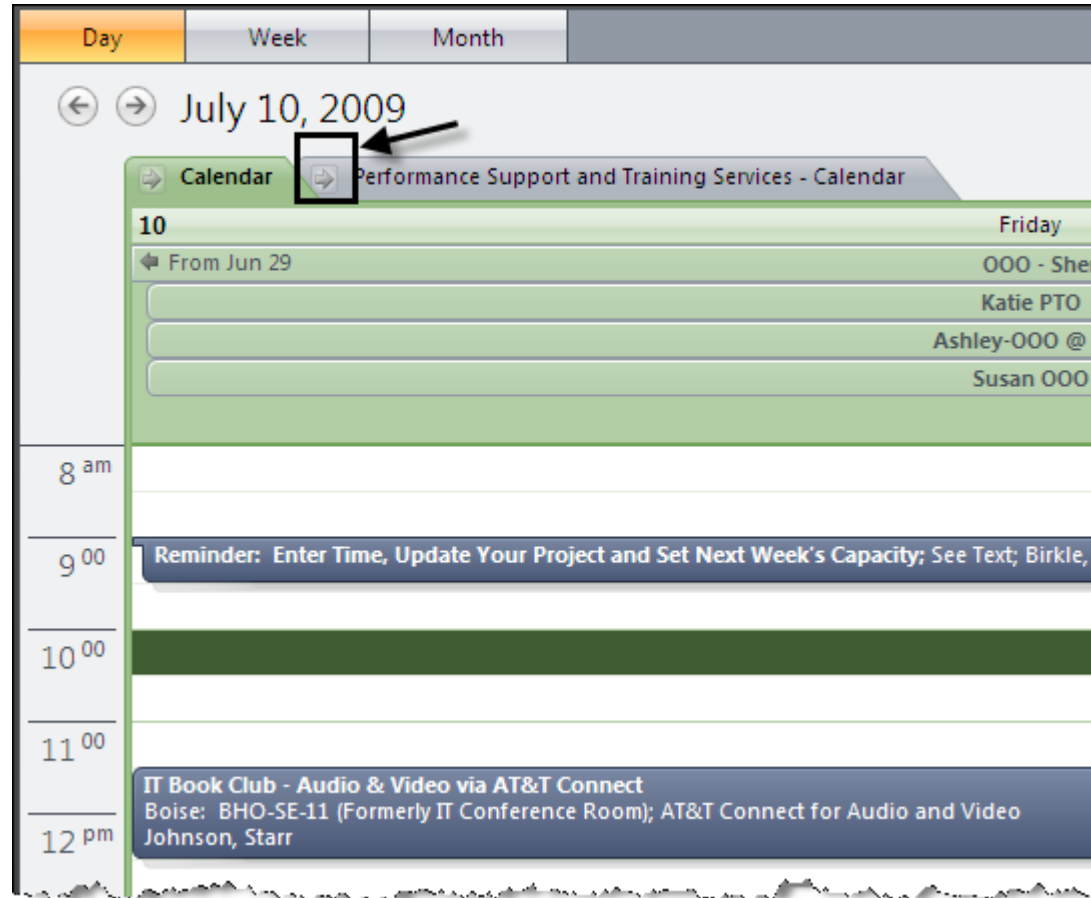At the same time, you can see entries from the SharePoint calendar.

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 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 00** **Ashley-000 ᴄ** **Katie PTᴄ** 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.