3 Types of Calendar (Need **to test this process – End user test before I talk to team about this)**

**Due by Wed on my list.**

1. Shared Calendar

Pros

* We can add events on Shared Calendar and share with your Team.
* We can share with all the user at once.

Cons

* Can view these events on personal calendar.
* Can’t integrate with Outlook.
* If we want to share the same event on any user calendar and outlook. We need to add them as invitees and send an invite when we are creating event on team calendar.

1. Multiuser

Pros

* You are sharing your personal calendar with any user in salesforce.
* The events added on your personal and inviting the other user to the event,
* How the other person view (Need to test this)?
* we can integrate your personal calendar (Need to test multiuser view by sharing to someone in our team)

1. Personal

Pros

* We can sync our personal calendar with outlook and vice versa.
* For Sync we need to install salesforce to outlook tool personally on your computer.
* We can share our personal calendar with any team member. (this becomes multi user view)

**Rough notes Salesforce Shared Calendar**

Shared Calendar:

* We can create shared calendar (Eg: TEAM Calendar)
* Open the shared calendar in team view and add the Events on the calendar.
* All the team members are shared on this.
* We can’t synchronize shared calendar with personal calendar in salesforce and outlook calendar.
* If we want to show this event on personal SF Personal calendar,user and map to their outlook, we should add the user in the invitees for the event.
* We have outlook configurations only work for the personal calendar not for team calendar.
* When we add any event on our SF Personal calendar it will send an email and we can syn our personal calender to outlook.
* We need to download the salesforce for outlook. Config (P drive public folder)
* Need to check regarding Auto Sync