

# GSD. Outlook - How to Navigate Your Teams Calendar within Teams and Outlook

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General Information:

Possible symptoms/errors:

Users want to know How to Navigate Your Teams Calendar within Teams and Outlook

Alternative names of the system:

Outlook 2016

IMPORTANT NOTICE:

N/A

Solution:

A. Microsoft Teams

1. Ask user to open Teams.
2. Advise user to click the Calendar icon and they should now see your personal calendar. All the meetings and appointments set in Outlook should be synchronized automatically to their calendar in Teams.
3. Ask user to click Today to see your schedule for the current day. Clicking this will also serve as refresh function for your calendar.
4. To change the view of your calendar, inform user to click the calendar icon at the upper right part of the screen and choose from the options available.

NOTE: The name beside the icon refers to the current calendar view that user have set.

Here are the definitions of the options:

Day: This will show the schedule for the current day. Work week: This will show all the workdays in a week. Week: This will show all the seven days of the week.

4. To select day and the month that you want to display, advise user to click the current month button and select the day that you want to show.

NOTE: The month displayed corresponds to the current month when you are accessing the calendar.

B. Outlook Desktop Application

To display user Teams calendar, do the following steps:

1. Advise user to click Calendar and put a check on their team's calendar under All Group Calendars.
3. The Teams calendar should now be displayed on user calendar.

Your Teams calendar does not have a title.

#### C. Outlook Web Access (OWA)

To display user Teams calendar on OWA, do the following steps:

1. Ask user to click Calendar and put a check on user team's calendar under Groups.
2. Inform user to unlike in Outlook desktop application, their Teams calendar will not be displayed separately in OWA. User will know that their Teams calendar has been connected once user saw their Teams meetings or appointments in it.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/A Categorization: N/A

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

N/A