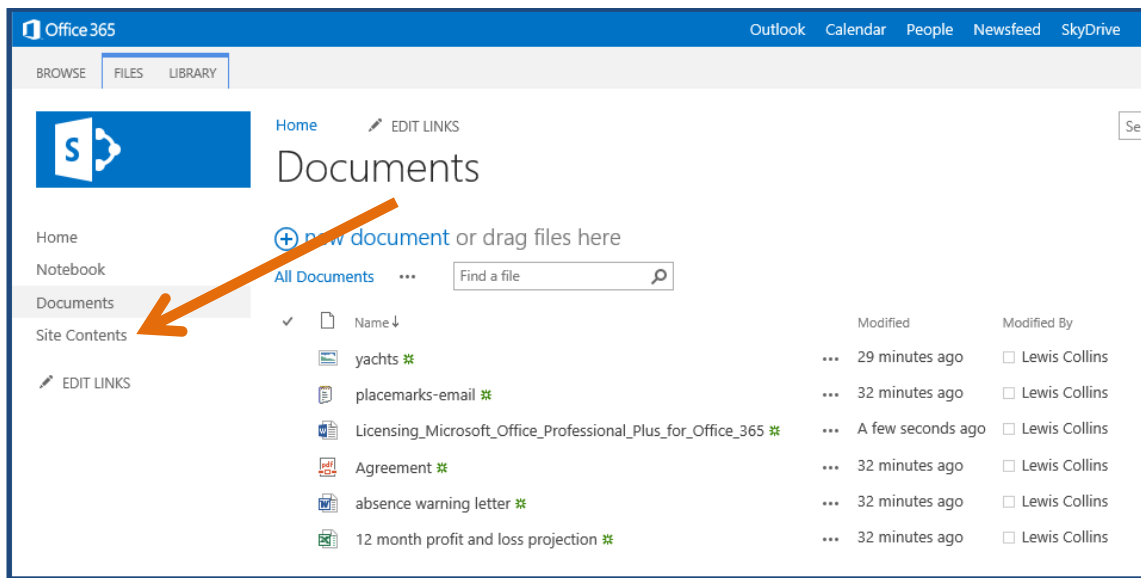


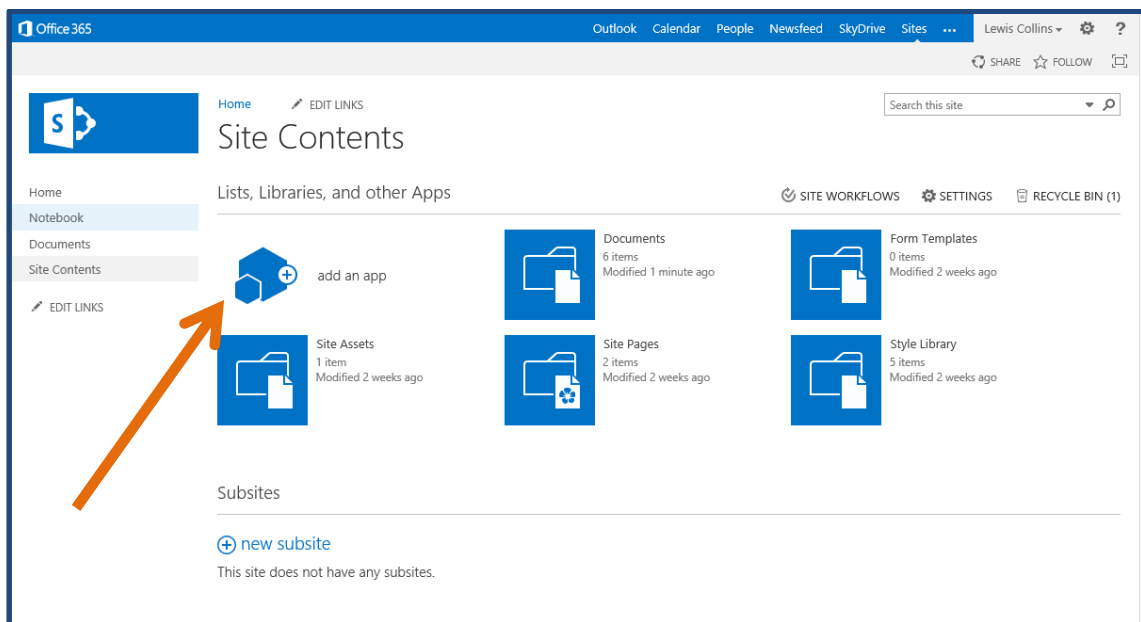
Calendar

A default calendar does not exist with this version of the Team Site but it is easy to create one. To do that you will need to have the rights to create items in the SharePoint Team Site. If you don't have these rights you will need to either have your Team Site administrator add these rights or create the calendar for you.

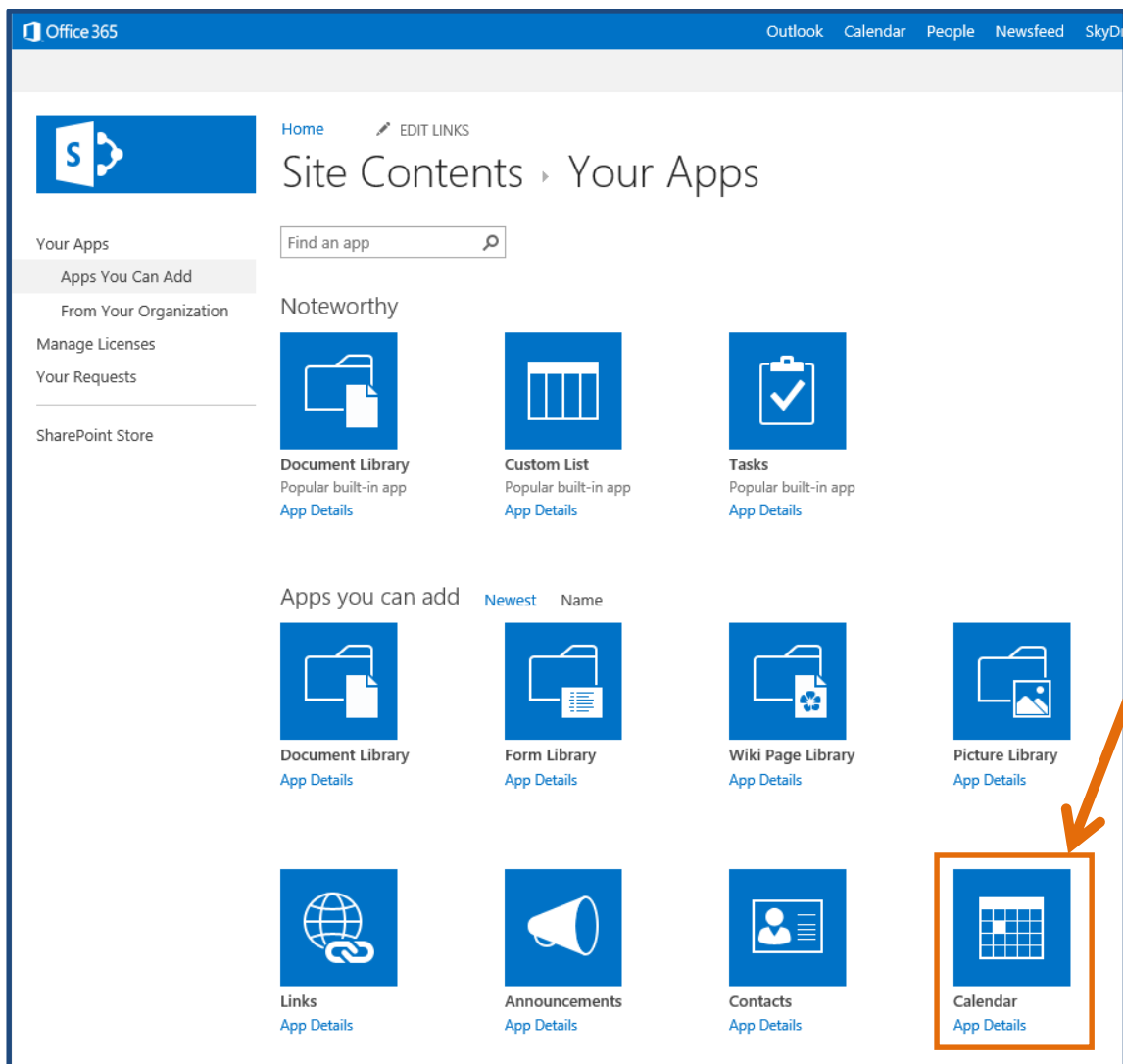
To create a calendar select **Site Contents** on the left of the Team Site in the Quick Launch Menu.



From the list that appears click on the **Add an app** icon,



A list of SharePoint apps should then appear. Scroll through the list until you locate the *Calendar* app.



Select the **Calendar** app.

Adding Calendar

Pick a name

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

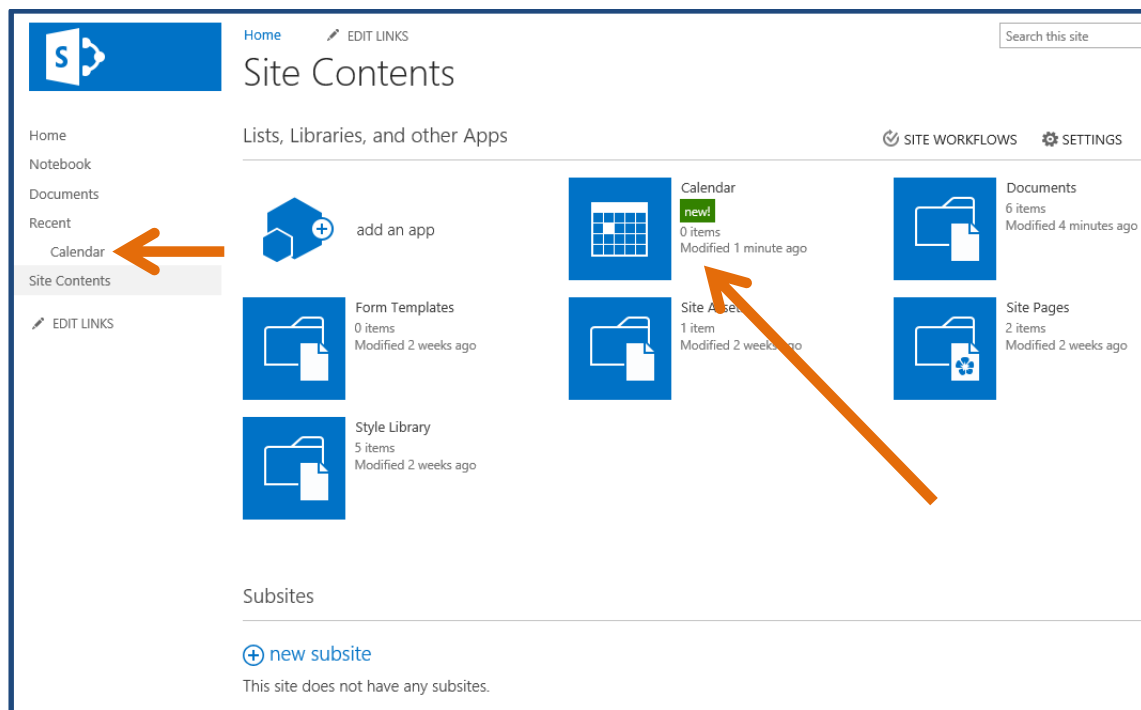
Advanced Options

Create

Cancel

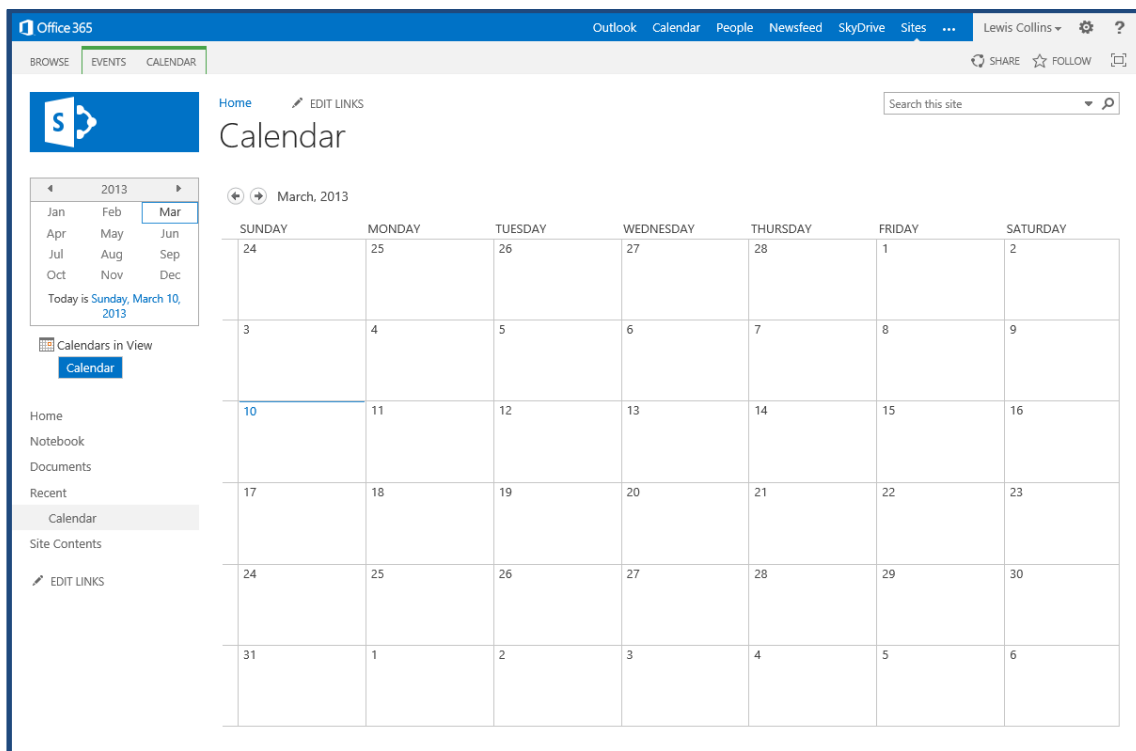
Name:

You will now be prompted to give the calendar a name. In this case call it **Calendar** and press the **Create** button to continue.

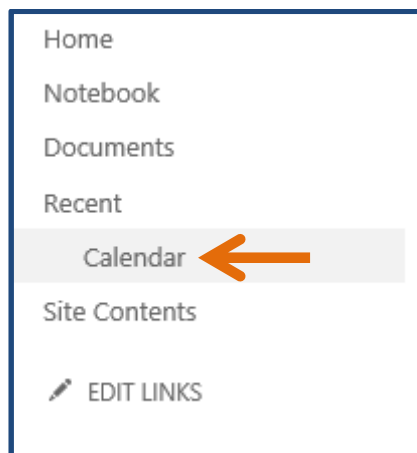


You should now see the *Calendar* app appear in under the *Lists, Libraries, and other Apps* in the centre of the page as well under *Recent* on the Quick Launch Menu on the left.

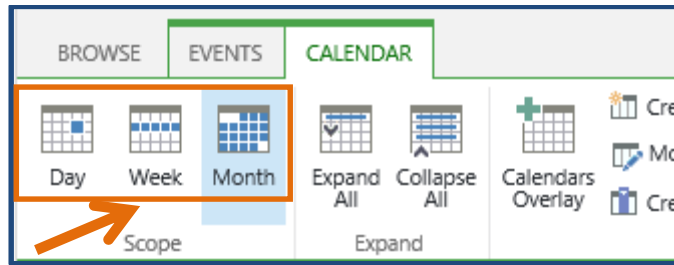
Select either of these to navigate to the calendar you have just created.



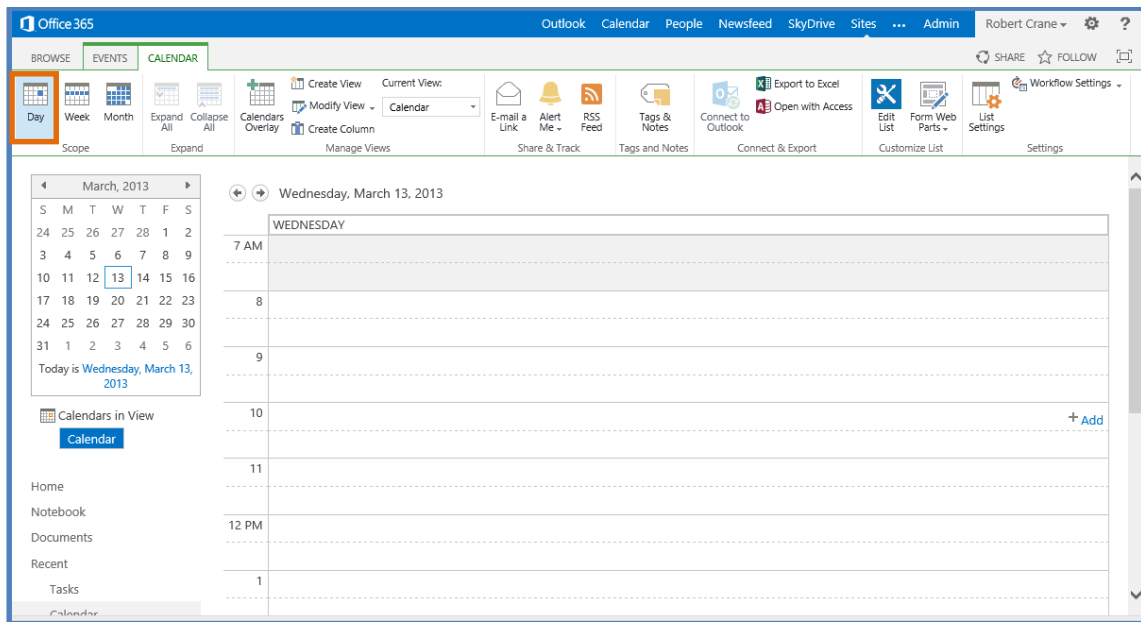
You should now see a calendar displayed as shown above. You will also notice on the Quick Launch Menu on the left that a new heading called *Recent* has been added and a hyperlinked item *Calendar* resides below it. You can now use this link to navigate directly to the *Calendar* page at any time.



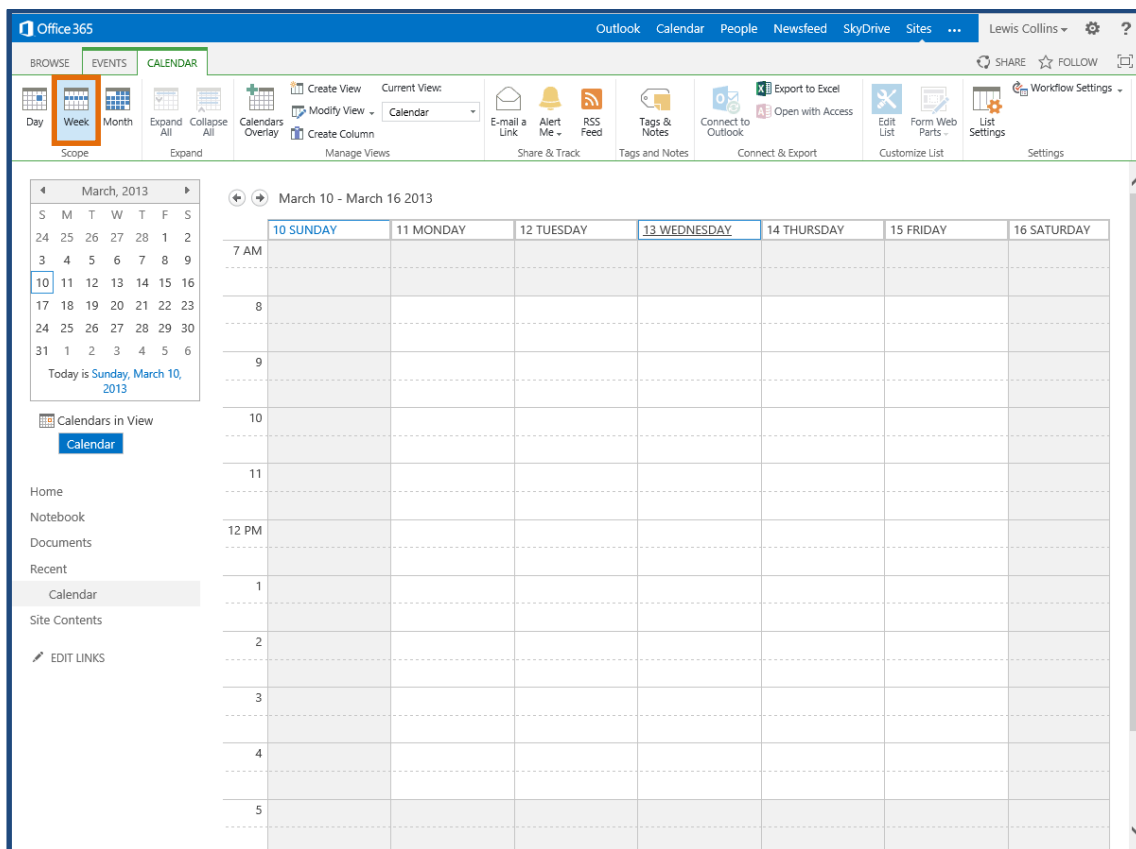
If you now click the **Calendar** tab at the top of the screen you will reveal the Ribbon Menu.



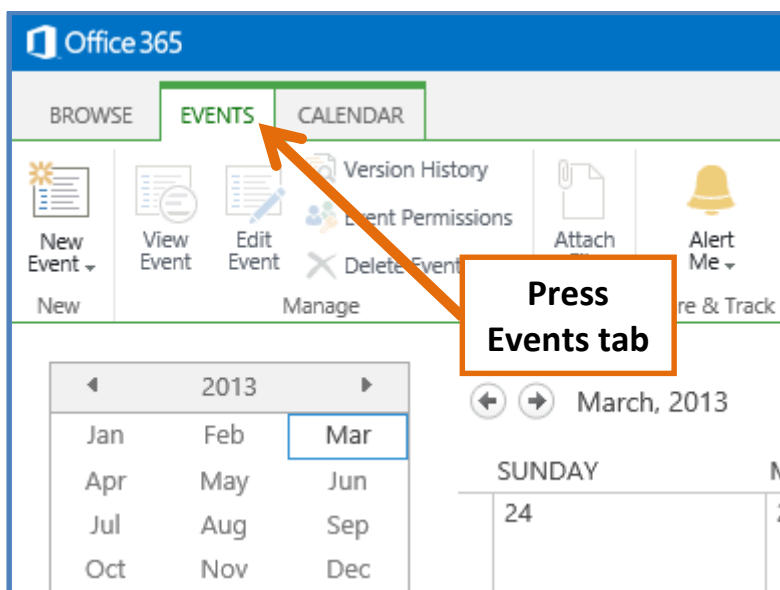
At the left of the Ribbon Menu you will find options to display the calendar by *Day*, *Week* and *Month*. Clicking any one of these will change the range that the calendar displays. Clicking on **Day** will display something like:



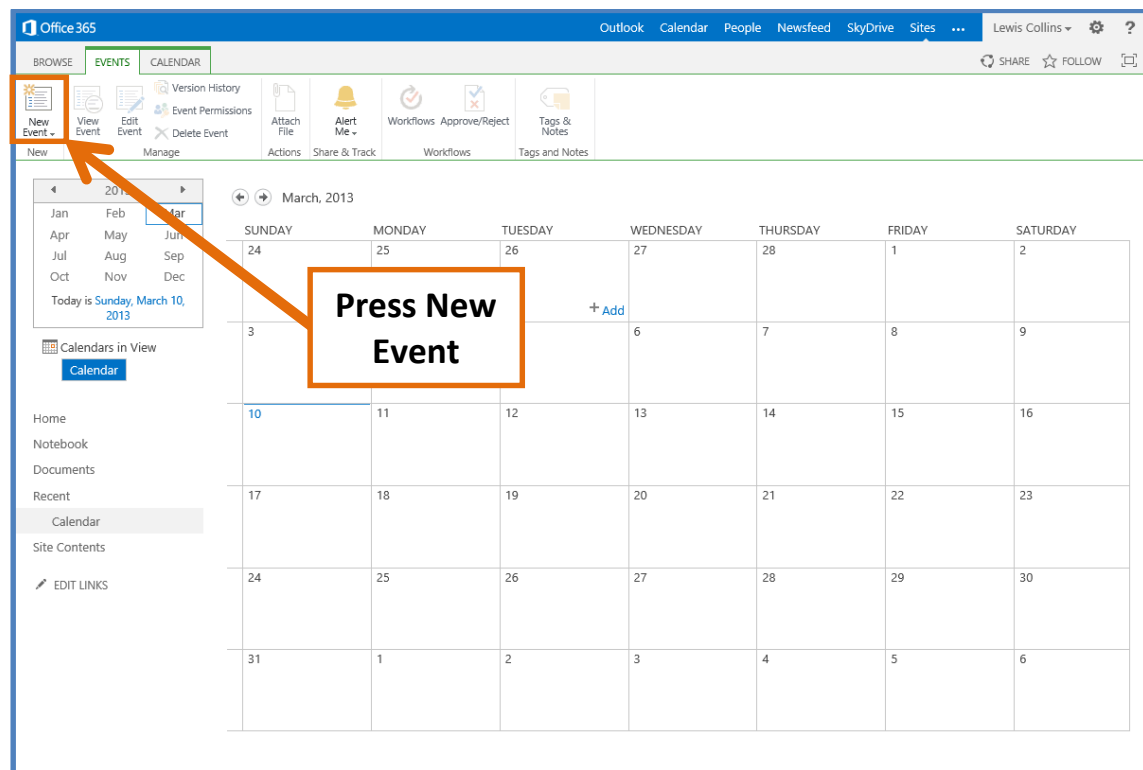
While clicking **Week** will display:



Click on **Month** to return the page to the original view.



To create a new item in the calendar press the **Events** tab at the top of the screen.



This will change the Ribbon Menu and display the *New Event* button on the left. Press this **New Event** button from the Ribbon Menu.

Calendar - New Item

EDIT

Save Cancel Paste Cut Copy Attach File Spelling

Commit Clipboard Actions Spelling

Title * New calendar item

Location Somewhere

Start Time * 3/11/2013 12 AM 00

End Time * 3/11/2013 1 AM 00

Description

Details about item.

Category ☒ ☐ Specify your own value:

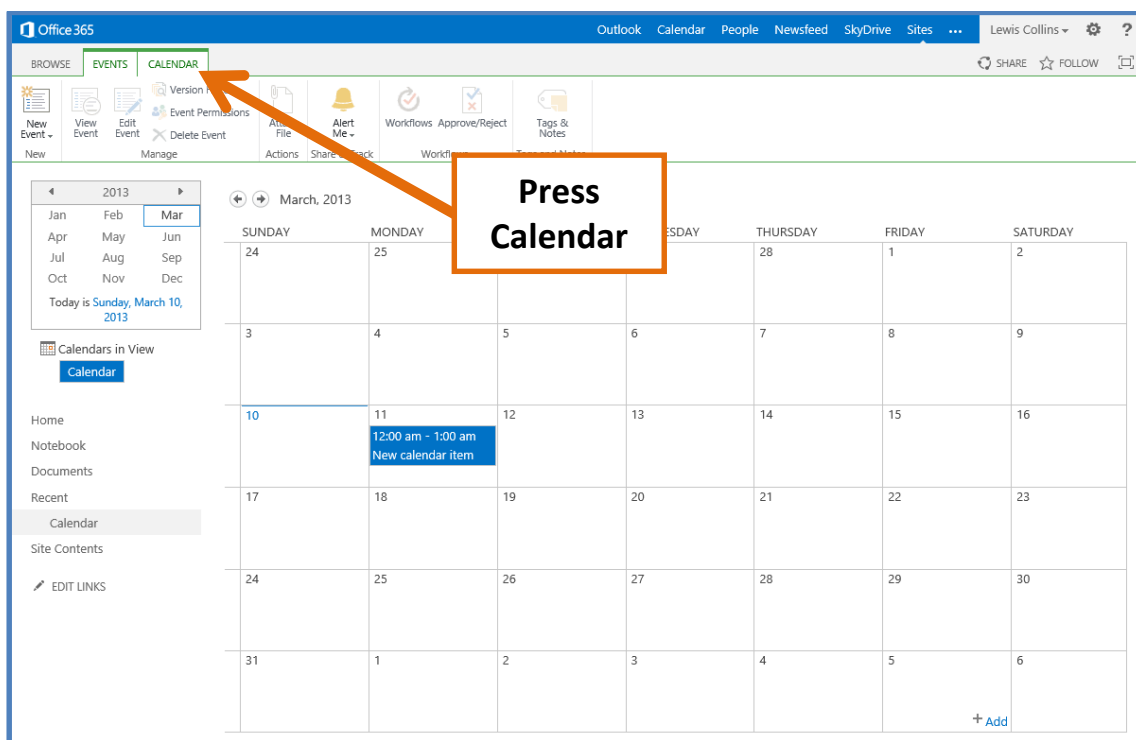
All Day Event ☐ Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence ☐ Make this a repeating event.

Save Cancel

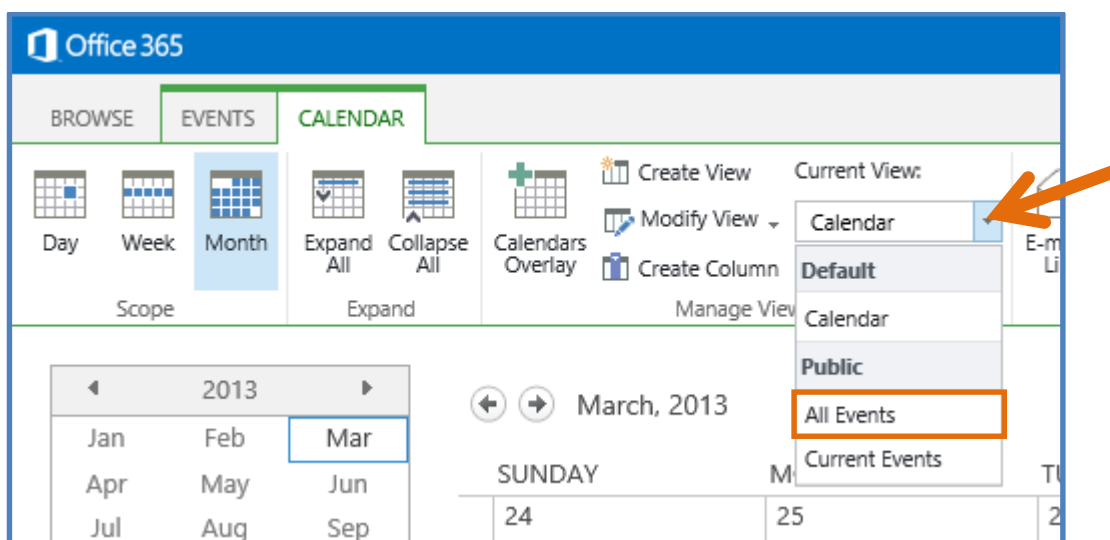
You are taken to a dialog where you can now enter the details about the new calendar item, including whether it is an all-day item or recurs.

When complete press the **Save** button to save the details.



When you are returned to the full calendar view you should find your item displayed. Note, that item is now hyperlinked which means you can simply click on that item in future to bring up the details.

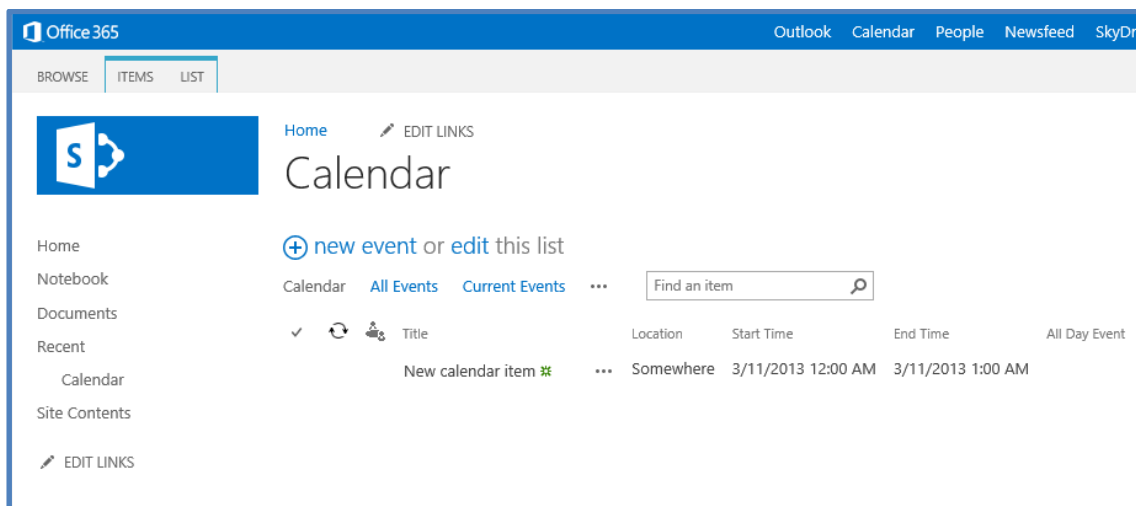
Click on the **Calendar** tab at the top of the screen to view the Ribbon Menu option for the whole calendar.



If you now select the **down arrow** that appears below the *Current View* option (normally it displays *Calendar*), you will see a list similar to that shown above. Most elements in SharePoint

allow you to have different Views of your data. This means that the underlying information remains the same just the way it is displayed changes.

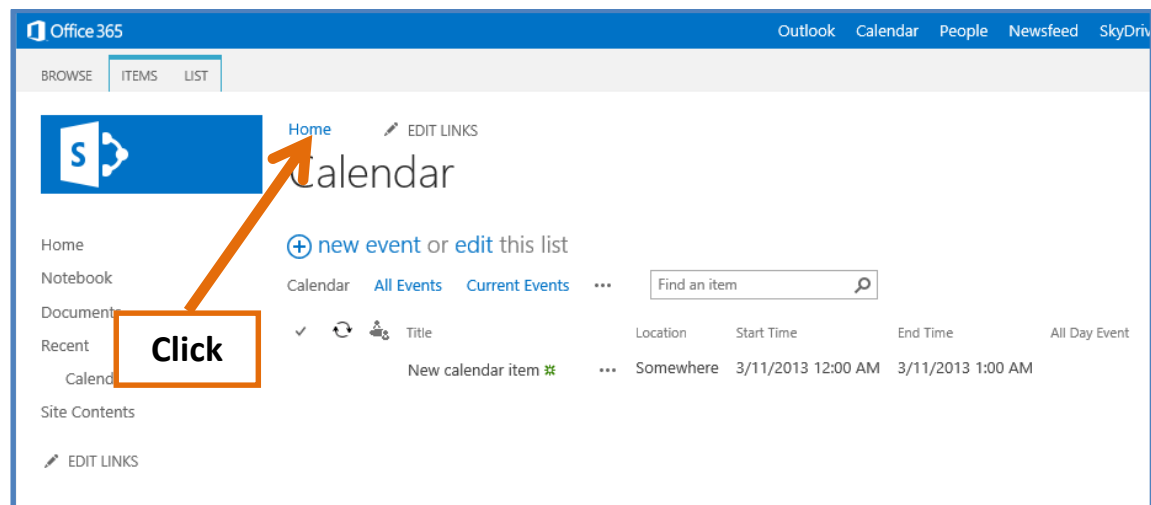
For example, select the item **All Events** from the menu that appears, which should now display the calendar in this format:



The *All Events View* displays the data in a similar format to Document Libraries, that is, sequentially. It is possible to create any number of different Views of your data for most elements in the Team Site. This makes it much easier for users to find exactly the information they are after.

You are also able to create as many different calendars as you desire within SharePoint. It is possible to link Team Site calendars to Outlook so that information can easily be displayed in both locations. This topic will be covered in an upcoming chapter. There are many additional features of a Team Site calendar however for further information on those options visit the ***Where to go from here?*** section at the end of the book.

Click on the **Home** link in the top left of the page to return to the *Home* screen.



In summary, you have now seen how you can not only create a calendar in SharePoint but also how to create an event in that calendar. You have also been introduced to the concept of SharePoint Views which allow you to look at your data in different ways.

Glossary

Alerts – Are settings that can be made to most components of SharePoint that will send an email to inform of changes in information. They can be customized in respect to what triggers the sending (change, delete, addition, etc) as well as the frequency (immediate, daily, weekly, etc). They are configured by each individual SharePoint user normally at the location they wish to monitor.

Document Library – Are storage locations in SharePoint specifically designed to manage any sort of document (Word, Excel, PDF, etc). Once here, documents can easily be sorted and displayed. It is also possible to configure check in/check out as well as document approval to give better document management than what is normally provided in folders on the local computer.

Office 365 – Is hosted versions of Microsoft Exchange, SharePoint and Lync. They can be purchased as a suite or individually. All of the servers live in Microsoft data centers but can be accessed anywhere an Internet connection is available.

Office Web Apps - is an add-on component to SharePoint that allows Office documents to be displayed and edited in a web browser. Office Web Apps is part of Office 365 by default.

Picture Library – Are similar to Document Libraries but they are specifically designed for the management of images (JPG, BMP, TIFF, etc). They share many features with Document Libraries including the ability to check in/check out document as well as document approval. Importantly, Picture Libraries allow additional descriptive information to make locating images much simpler.

Quick Launch Menu - Is the list of links that normally appear down the left hand side of most pages in a SharePoint site. Clicking on any of these links will take you directly to that location in the SharePoint site.

Recycle Bin – An area into which most items that are deleted go upon deletion. This allows them to be easily recovered if needed. Beware that the contents of the Recycle Bin are not retained indefinitely.

Ribbon Menu – Much like the ribbon that is evident in Office 2010 and 2013 products SharePoint 2013 will now display a ribbon menu to provide you with a greater range of options. The ribbon menu is context sensitive only showing you the options that are available depending on where you are located in SharePoint 2013.

SharePoint – Is the Microsoft technology on which the Office 365 Team Site is based. It is a web front end onto a database in its simplest form. It is accessed via a standard web browser but provides much greater functionality when viewed with Internet Explorer. SharePoint can be used to manage a variety of information sources from documents to ad hoc lists with everything inside it being fully indexed for search ability.

SharePoint Online – Is the hosted version of SharePoint Server 2010 provided by Microsoft via Office 365.

Site Collections – are logical containers for a top level site and child sites below it. It has unique security, sharing, features, galleries, solutions and storage options. Site Collections are created and managed via the SharePoint Admin center in Office 365. Each Site Collection must be assigned a Primary Site Collection Administrator and optional Secondary Administrators.

Views – Are different ways to display the same data. You are able to have a number of different Views of the same data between which you can easily select. Views can also be used to aggregate data within a list such as summing up values in a column, averaging values, or other aggregation functions.

About

Author - Robert Crane BE MBA MCP

Robert has a degree in Electrical Engineering as well as Masters of Business Administration. He is also a Small Business Specialist and Microsoft Certified SharePoint Professional. Robert has over 20 years of IT experience in a variety of fields and positions, including working on Wall St in New York. Since 2012 he was recognized with a Microsoft Most Valuable Professional (MVP) Award for his work with Office 365. He continues his involvement with information technology as the Principal of the Computer Information Agency. Apart from resolving client technical issues, Robert continues to present at seminars as well as write on a number of topics for the Computer Information Agency including being involved in the SMBITPro community in Sydney. Robert can be contacted via director@ciaops.com.

Company – Computer Information Agency (www.ciaops.com)

Founded in 1995, the Computer Information Agency is a specialized technology consultancy in Sydney, Australia that focuses on assisting businesses and individuals improve their productivity using technology and smart business practices. The Computer Information Agency has high levels of experience in technologies such as Windows Servers, including Small Business Server, and desktop applications such as Outlook, Word, Excel and OneNote.

With special emphasis placed on the business benefits of technology the Computer Information Agency is unique in its ability to work with companies to improve and streamline their processes utilizing the technology they already have in place. The focus is on providing an improved end result for the business which in the long run leads to greater productivity and profitability. More information about the Computer Information Agency can be found at <http://www.ciaops.com>.