

View and update a SharePoint calendar

Applies to: Microsoft Outlook 2010

View and update SharePoint calendars within Outlook.

You can view and update a SharePoint calendar, just as you do your Outlook calendar. Use Microsoft Outlook 2010 to view a calendar from a SharePoint site side-by-side with an Outlook calendar, view an overlay of the calendars as if they were one single calendar, and even copy events among the calendars.

Access a SharePoint calendar in Outlook

When you connect a SharePoint calendar to Outlook, it appears under **Other Calendars** with your calendar folders.


1. In a Web browser, open the calendar on the SharePoint site.
2. If you cannot locate the calendar, click **View All Site Content**, and then click the name of the calendar.
3. On the **Calendar** tab, in the **Actions** group, click **Connect to Outlook**.
4. When prompted to confirm that you want to allow the website to open a program on your computer, click **Allow**. When prompted to confirm that you want to connect the SharePoint calendar to Outlook, click **Yes**.

In Outlook, in **Calendar**, the SharePoint calendar is added to the Navigation Pane under **Other Calendars**.

Overlay a SharePoint calendar with another calendar

You can overlay a SharePoint calendar with Outlook calendars or with other SharePoint calendars, so that you can see all your events at one time.

By default, the SharePoint calendar opens in **Calendar** view under **Other Calendars** in the Navigation Pane. It appears as an additional calendar next to your default calendar in Side-By-Side Calendar view, but you can clear the check boxes for any other calendars that you do not want to view.

1. In **Calendar**, in the **Navigation Pane**, select or clear the check box of another calendar until the calendars that you want to overlay are displayed.
2. Each calendar that you select opens to the right of the last calendar opened.
3. On the **Calendar** tab, click the arrow .
4. The arrow changes color when you point to it or click it. When you click the arrow, the tab moves to the left. The calendars are now in overlay mode.
5. To add another calendar to the overlay, repeat the previous steps.
6. To remove an overlaid calendar, click the arrow on the **Calendar** tab, or clear the calendar's check box in the Navigation Pane.

Add an event to a SharePoint calendar by using Outlook

You can add appointments and all-day events to your SharePoint calendar, just as you add them to your Outlook calendars.

1. Open the SharePoint calendar in Outlook. On the **Home** tab, in the **New** group, click the type of event that you want to add.
2. You can also create recurring events, although some of the custom recurrence patterns are not available in SharePoint calendars.

3. Enter the information about the event, as you ordinarily do in Outlook.
4. Click **Save and Close**.

Remove a SharePoint calendar from Outlook

1. In **Calendar**, in the **Navigation Pane**, under **Other Calendars**, select the calendar that you want to remove.
2. Right-click the calendar, then click **Delete**.
3. When you are prompted to confirm the deletion, click **Yes**.

Add an event to a SharePoint calendar by sending e-mail

SharePoint calendars can be set up so that people can add calendar items by sending e-mail, if your site and calendar are enabled to receive content by e-mail.

When you send a meeting request to a calendar on a SharePoint site, you can work with it as you work with other events in your calendar on a SharePoint site. However, calendars on SharePoint sites do not automatically send updates to the attendees when you make changes. For example, when you change the location of a meeting, you must notify the attendees of the change.

How can I tell if the SharePoint calendar is set up to receive e-mail?

To send a calendar item, send a meeting request or an appointment by using Outlook as you normally do. In the **To** or **Cc** box of the meeting request, add the address of the SharePoint calendar. Or if your SharePoint group already includes the calendar, add the e-mail address of the SharePoint group instead.

Calendars can be set up to also receive attachments to items by e-mail. To include an attachment with your list item, attach the file to your meeting request as you normally do.