

Viewing the Calendar

The calendar keeps people connected and informed with important information on the upcoming events and dates.

Use Calendar views

There are several useful ways to view the events in the default Calendar view: Day, Week, and Month view.

1. Open the calendar in Calendar view.

The default view, Calendar view, is the graphic representation of the calendar.

- **Day:** Day view gives you an hour-by-hour breakdown of your schedule for the selected day.
- **Week:** Displays the full seven-day week.
- **Month:** Month view is the default view in the Calendar. Month view shows your schedule for the entire month

2. Click the view you want to use above the calendar.

The calendar changes to display the events accordingly.

Change views

Calendar view is the default view, but there are several other views you can use to focus on different information.

1. Click **Calendar** in the Quick Launch bar.

The calendar appears and displays the events the events that have been added to the team site.

2. Click the **View** list arrow on the taskbar.

A list of the views that are available for the calendar appear. There are three views that are available by default:

- **Calendar:** This is a graphical representation of the calendar and the events that are scheduled in it.
- **All Events:** Displays all the events in the calendar in a list format.
- **Current Events:** Displays the events scheduled for today. Scroll to the next or previous day to view the events grouped by each day.

3. Select the view you want to use from the list.

The calendar events are displayed accordingly.

Exercise

- **Exercise File:** None required.
- **Exercise:** Open the calendar on a team site. View the calendar in Day, Week, and Month views.

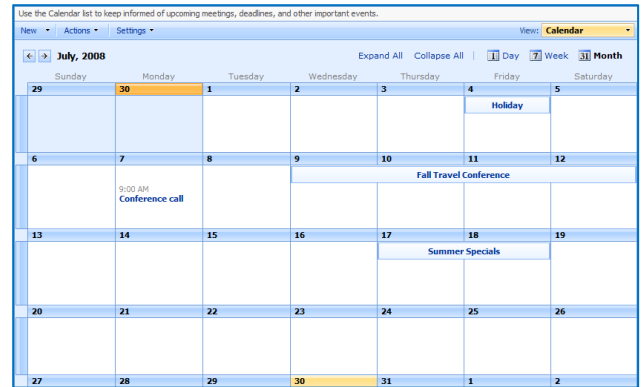


Figure 3-6: The calendar shown in Month view.

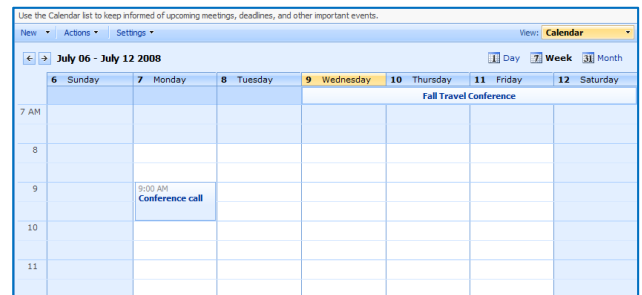


Figure 3-7: The calendar shown in Week view.

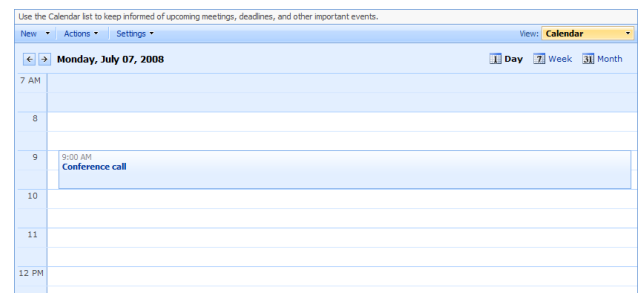


Figure 3-8: The calendar shown in Day view.

Adding an Event to the Calendar

Events are items used in Calendar lists to indicate an appointment, meeting, deadline, or any other occasion that needs to be communicated to others on the site.

1. Click **Calendar** in the Quick Launch bar.

Other Ways to Add an Event:

Click the **Add new event** link at the bottom of the Calendar web part on the home page of a team site.

2. Click the **New** button on the taskbar.

The New Item form appears where you can specify information about the event.

3. Enter a name for the event in the Title text box.

The name is displayed in the calendar, so it should be something short and easy to identify.

4. Enter data for the event in the controls as indicated in the table below.

Title (Required)	The name is displayed in the calendar, so it should be something short and easy to identify.
Location	Where the event is to take place.
Start Time (Required)	The date and time the event is set to begin.
End Time (Required)	The date and time the event is set to end.
Description	Include a brief description of what the event is for or what will happen.
All Day Event	Select this option if the event lasts the duration of the date selected, and has no specific start or end time. Birthdays, vacations, and trade shows are examples of all day events.

5. Click **OK**.

The event is added to the calendar.

Exercise

- **Exercise File:** None required.
- **Exercise:** Add an event to the calendar on a team site.

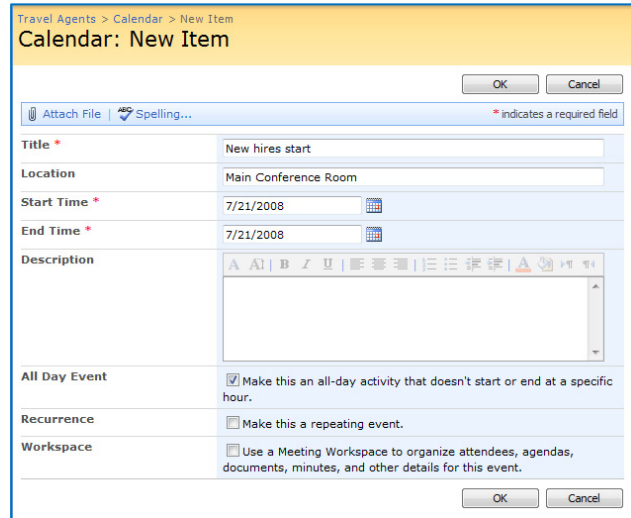


Figure 3-9: Adding a new event item to the Calendar.