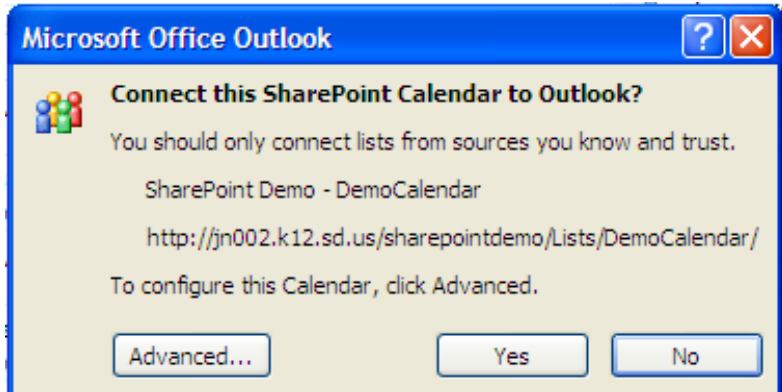


### FAQ 3- How to setup a calendar for use in your SharePoint site

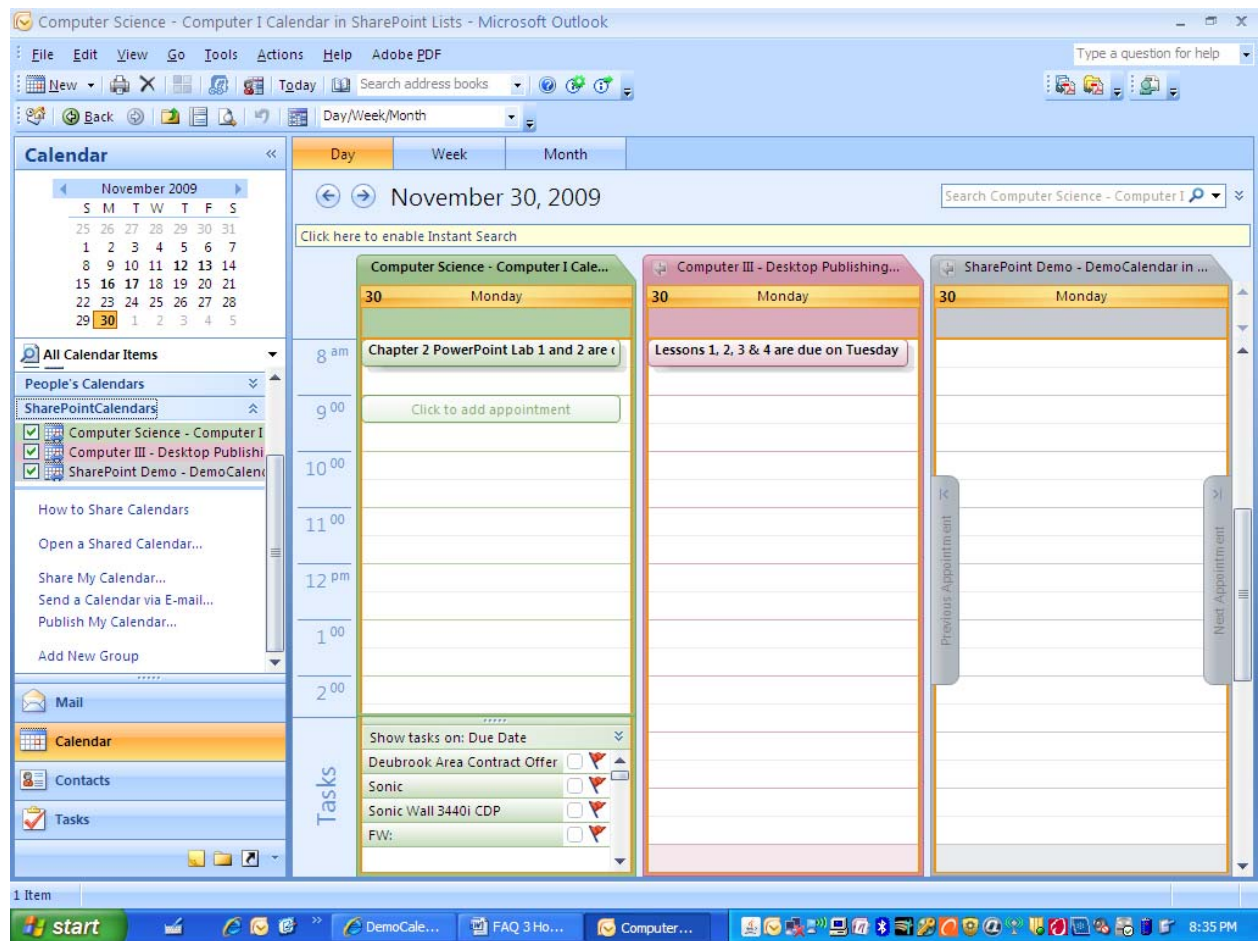
1. To create a calendar in SharePoint, first decide what site you want to create it on
2. I am setting mine up on my SharePointDemo site
3. Go to **SiteActions** – Click **Create**
4. In the Tracking Column – Click **Calendar**
5. Give your calendar a name that relates to what class you are setting it up for. I am just calling it DemoCalendar – then click **Create**
6. Click on **Actions – Connect to Outlook** – It will look like the figure below.



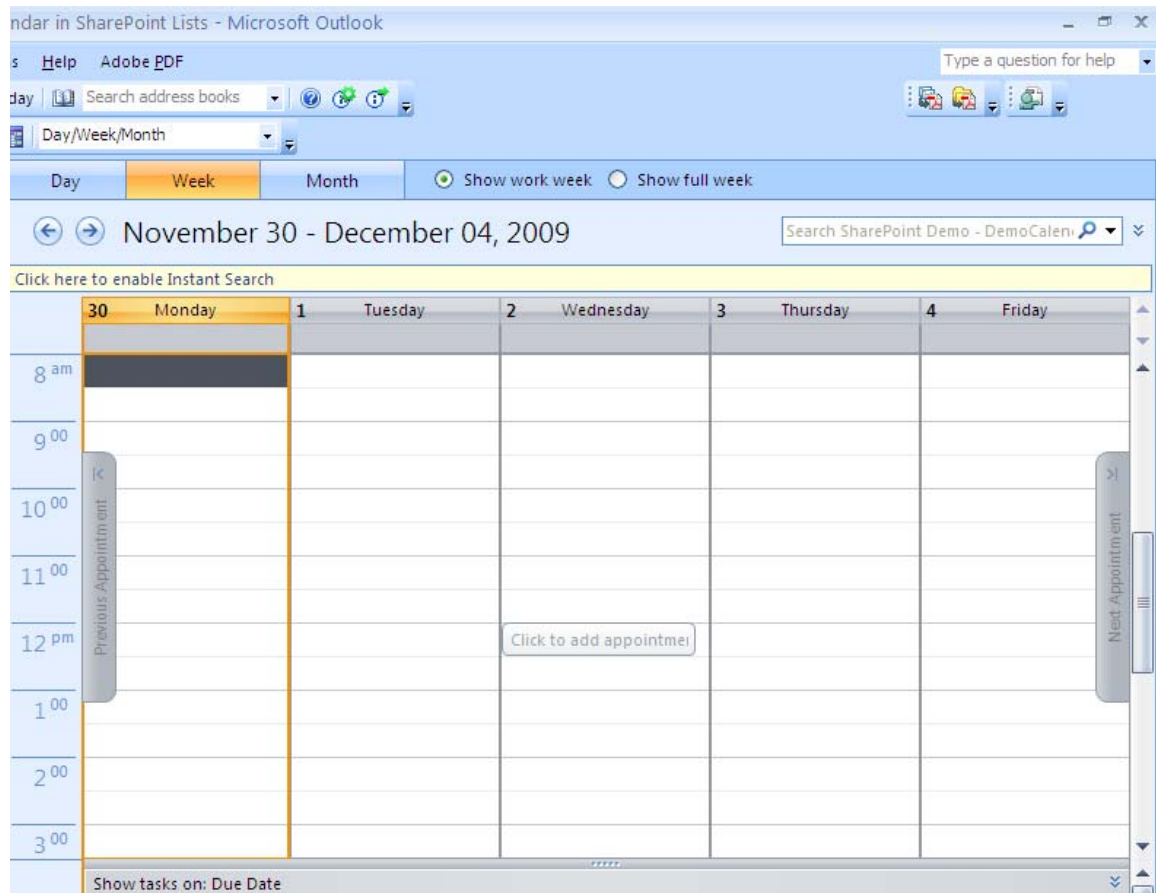
7. Click **Yes**
9. You will have to put in your username and password, like it shows in the figure below.



10. Now to add items to your calendar, I recommend you use your Outlook Anywhere E-mail. So open up your e-mail.
12. Now you will need to make sure you are on your calendars view.
13. You will notice I have a category called SharePointCalendars- It used to be named other calendars. Like the figure below.

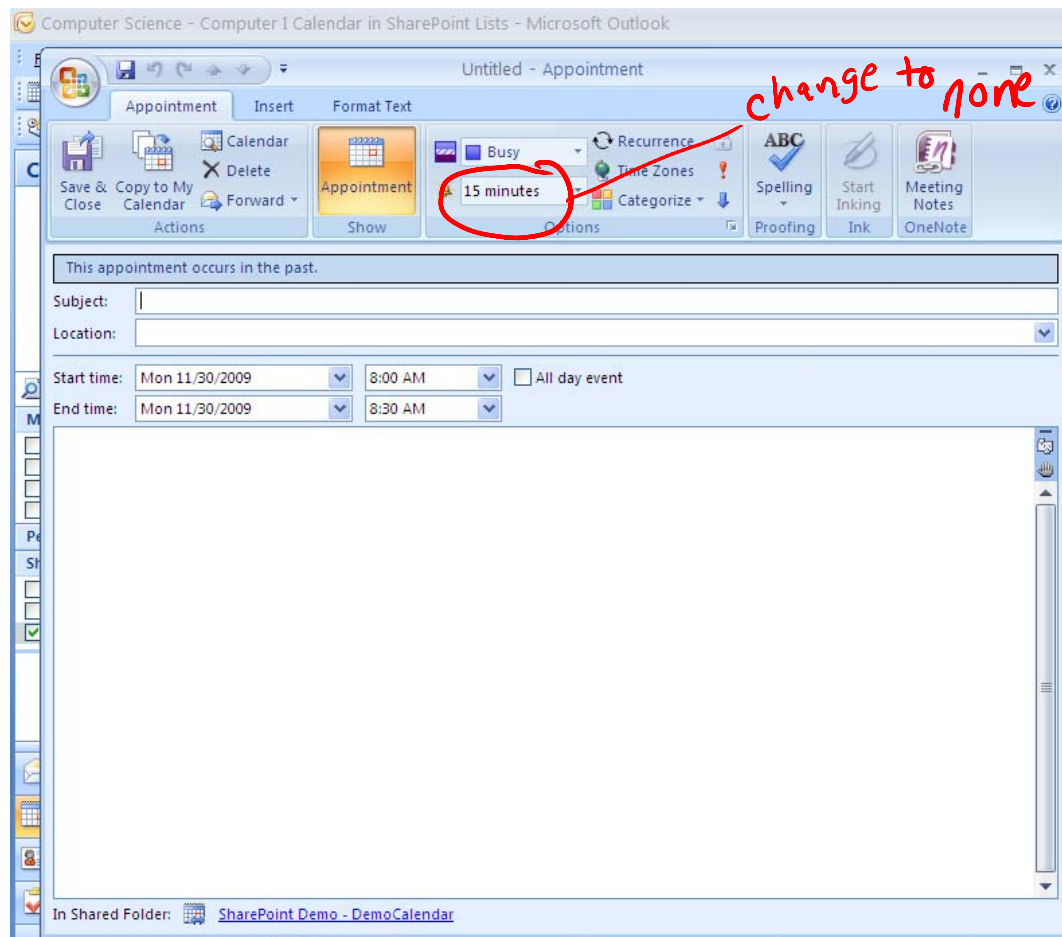


- 14.
15. Now you can select the calendar you want to add an assignment to. In this case I am selecting my DemoCalendar.
16. I can then click on one of the following Views- (Day – Week – or Month) I usually click on Week and then I double click on any time period. It looks like the figure below.



17.

18. Then when you double click on a time a figure like below pops up. Then fill in as much information as you want. I normally only put something in the subject area. I also change the time to from 15 minutes to none. This way you don't have all kinds of e-mail alerts popping up.



- 19.
20. Then click **Save and Close**
21. Now go back to your SharePoint Demo calendar. You will have to click –**View and Refresh** Now you should see that it now has the event on your calendar.