

Getting Started With Calendars In Sharepoint 2013 - Sharepoint 2013 End User

Are you a Sharepoint 2013 user looking to effectively manage events and schedules within your organization? The calendar feature in Sharepoint 2013 is a powerful tool that can help you streamline your workflow and boost productivity. In this article, we will guide you through the process of getting started with calendars in Sharepoint 2013 as an end user.

Understanding Calendars in Sharepoint 2013

Before we dive into the practical steps, let's first understand what calendars in Sharepoint 2013 are all about. In Sharepoint, a calendar is a special type of list that allows you to manage and display events in a graphical interface. It provides a centralized platform for organizing and tracking important dates, meetings, appointments, and more. Calendars in Sharepoint 2013 offer a wide range of functionalities that can be customized to suit the needs of your organization.

Creating a Calendar in Sharepoint 2013

Now that you have a basic understanding of calendars in Sharepoint 2013, let's jump into creating your own calendar. Follow these steps:



Getting Started with Calendars in SharePoint 2013 (SharePoint 2013 End User Series Book 4)

by Steven Mann(Kindle Edition)

★★★★☆ 4.1 out of 5

Language : English

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Text-to-Speech : Enabled

Screen Reader : Supported

Enhanced typesetting : Enabled

Print length : 40 pages
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1. Login to your Sharepoint 2013 site and navigate to the desired site where you want to create the calendar.
2. In the top navigation bar, click on "Site Contents" to access the site's contents.
3. Click on "Add an app" to open the app gallery.
4. Locate and click on "Calendar" from the list of available apps.
5. Give your calendar a name and click on "Create".
6. Your new calendar will be created and added to the site's contents.

Congratulations! You have successfully created a calendar in Sharepoint 2013. Now, let's explore some of the key features and customization options available to you.

Managing Events and Schedules

To add an event to your calendar, simply click on the desired date and time slot and fill in the event details. You can specify the event title, location, start and end time, description, and more. Additionally, you can categorize events with different colors to easily differentiate between them. Sharepoint 2013 also allows you to set reminders, send invitations, and receive notifications regarding upcoming events.

Customizing the Calendar View

One of the major advantages of using Sharepoint 2013 calendars is the ability to customize the display view according to your preferences. You can choose from various view options such as day, week, month, or even a custom view. The custom view allows you to define specific filters and criteria to display only the events that meet certain conditions. This feature comes in handy when you are dealing with a large number of events and want to focus on specific ones.

Collaborating and Sharing Calendars

Collaboration is key in any organization, and Sharepoint 2013 makes it easy for users to share their calendars with colleagues and teams. You can grant permissions to specific individuals or groups, allowing them to view or edit the calendar. This ensures that everyone is on the same page and enables efficient coordination of schedules and events. Additionally, you can integrate your Sharepoint calendar with other Office 365 applications, such as Outlook, to further streamline your workflow.

Advanced Features and Integration

In addition to the basic functionalities mentioned above, Sharepoint 2013 calendars offer a wide array of advanced features and integration options. For example, you can set up recurring events, create multiple calendars within a site, overlay calendars to compare schedules, and even sync your Sharepoint calendar with external calendars such as Google Calendar. These features provide flexibility and convenience, allowing you to tailor your calendar management to fit your organization's unique requirements.

, Sharepoint 2013 calendars provide a robust solution for managing events and schedules within your organization. By following the steps outlined in this article, you can easily create and customize your own calendar, collaborate with colleagues, and take advantage of advanced features to streamline your

workflow. Start leveraging the power of Sharepoint 2013 calendars today and enhance your productivity.

[For more information on Sharepoint 2013 and its features, click here!](#)



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This guide steps users through the use of Calendars in SharePoint 2013. It is geared towards new users to SharePoint 2013. Using the guide, users will understand various aspects of working with calendars in SharePoint:

- Creating a Calendar in a Site
- Navigating through Calendars
- Creating New Events
- Creating All Day and Recurring Events
- Creating Custom Event Categories for Everyone
- Create a Custom Calendar View
- Viewing All Events with Expanded Recurrence
- Adding and Configuring a Calendar View Web Part (on a site page)



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