

SharePoint® win

Get in sync with Group Calendars

A group calendar enables you to see multiple calendars at the same time. This tool is particularly helpful for scheduling team meetings, because you can see the availability of both team members and conference rooms.

To configure a calendar as a group calendar:

Note: To change calendar settings, you must have at least the design permission level for the site.

1. In a calendar, in the ribbon, click the **Calendar** tab, and then click **List Settings**.
2. Under **General Settings**, click **Title, description and navigation**.
3. In the **Group Calendar Options** section, set **Use this calendar to share member's schedules** to **Yes**. This enables you to create events in the calendar with attendees.
4. If you want to use this calendar to scheduled resources, such as conference rooms, as well as people, set **Use this calendar for resource reservation** to **Yes**. This enables you to create events in the calendar that include resources, such as conference rooms.

Note: If the Use this calendar for resource reservation option is not available, the Group Work Lists feature is not enabled for the site.

5. Click **Save**.

To view multiple users' calendars as a group calendar:

Note: The view created using the following procedure is temporary. Each time you refresh the browser, only the initial calendar will display.

1. Go to the group calendar and click the **Calendar** tab in the ribbon.
2. In the ribbon, in the **Scope** group, click **Day Group** or **Week Group**.
3. In **Add Person**, type the name of the person or group whose calendar you want to view and then click the check names icon. You can also click the **Browse** icon, and search for the person or group.

Life win

SCHEDULE A PLAY DATE

Now that you can see people's calendars and know when they're busy, you can also see when they might have time to join you for lunch to celebrate the end of a tough project or task.

Scheduling some celebration time around major milestones helps to make sure no one feels overworked or under appreciated.