

MS Teams: Add a Team Calendar

The **Calendar** you see in Teams is your personal calendar and is integrated with your Outlook calendar. At present, there is no similar, shared team Calendar functionality in MS Teams.



However, if you and your Team Members would find a shared Team calendar useful – for example, to record **events** such as holidays, leave, delivery dates, deadlines, or other shared information – it is possible to add a SharePoint calendar to a Team Channel. This guide will step you through the process.



Caveat: You cannot use the SharePoint calendar to schedule meetings. While it is *technically* possible to invite others to events in your Team SharePoint calendar, there is no integration with Outlook, so attendees will not receive a meeting invite in Outlook and will be unable to respond.

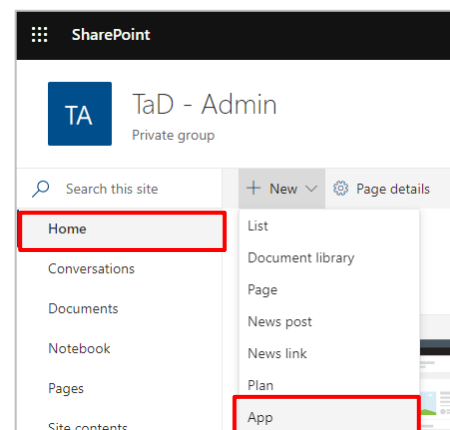
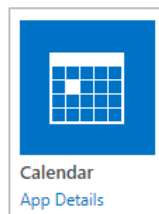
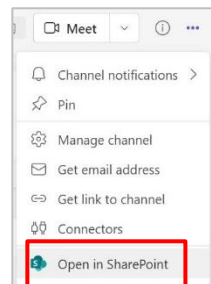
- Want to invite Team members to a Teams meeting? Use your personal Calendar in Teams, Outlook, or OWA. See our Toolkit guide [Set up a Teams meeting](#) for more.
- Want to invite Team members to a Teams Channel meeting? See our dedicated Toolkit guide [Create a meeting in a channel](#).

Create a calendar in your Team SharePoint site

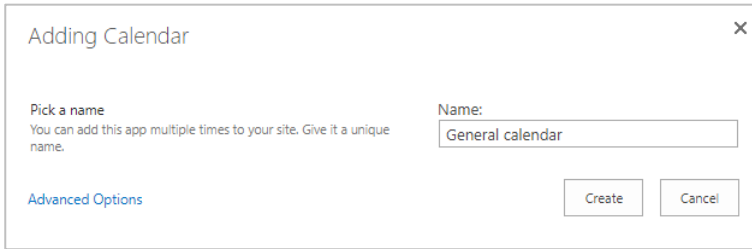


Every Team has a dedicated SharePoint site behind it. The SharePoint site is created when you first create your Team and is where all your Team Files and notebooks are stored.

1. In **Teams**, go to *your* Team
2. Click on the **Channel** where you would like your team calendar to appear, for example the **General** Channel
3. At the top right of the window, click on the ellipsis (...) and select **Open in SharePoint** from the pop-up menu
4. Your Team's dedicated SharePoint site will open in Office 365
 - **Note:** You may be prompted to sign in
5. In your Team SharePoint site, click **Home** from the menu on the left
6. Click **+ New** from the Home menu, and select **App** from the pop-up menu
7. You will need to click the 'classic experience' link in order to access the Calendar App. In the **Site contents > Your Apps** screen, locate the **Calendar** App icon.
8. Click once on the icon to open the **Adding Calendar** dialog



9. Give your team calendar an appropriate **Name** and click **Create**



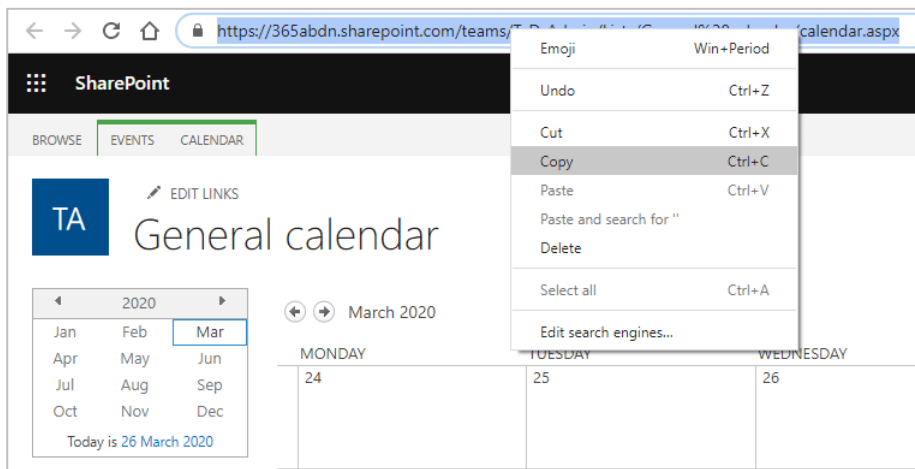
If you are creating a calendar in a specific Channel for a specific purpose, you may want to reflect that in the calendar name.

10. You will be returned to your Team SharePoint site's **Contents** page where you will see your newly created calendar listed alongside the other site contents.
11. Click on the **calendar**.
12. You will see your new calendar grid displayed in SharePoint.

Copy the SharePoint Calendar URL

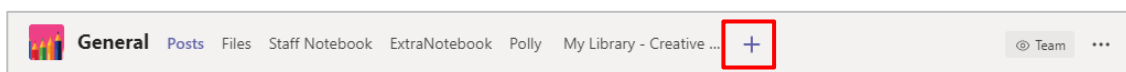
1. Select the URL from the address field at the top of your browser window, right-click on it, and select **Copy** from the pop-up menu


This will copy the URL to your clipboard



Add the calendar to your Team

1. Return to **Teams**
2. Make sure you are still in the **Channel** where you would like your team calendar to appear, for example the **General** Channel
3. Click the plus (+) symbol at the right of the Channel toolbar

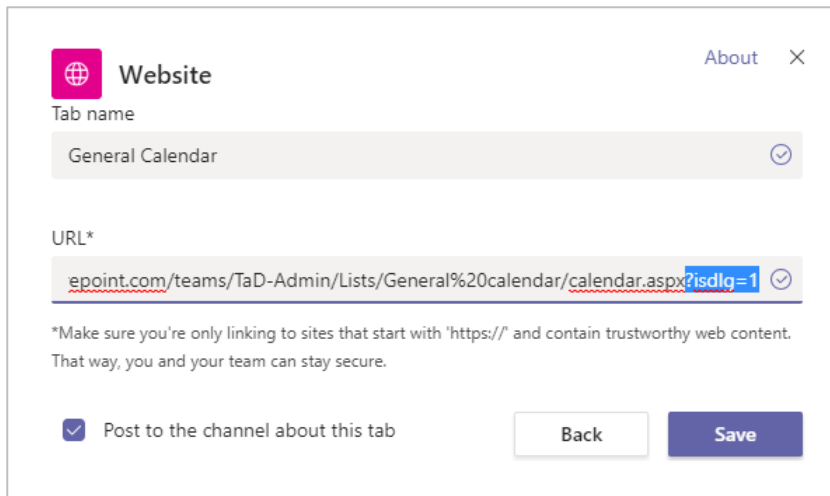


4. In the Add a tab dialog, click **Website** 
5. In the **Website** dialog, give your calendar an appropriate name, then **paste** the SharePoint URL into the URL field – **DO NOT CLICK SAVE YET!**



- At the end of the URL, add the characters **?isdlg=1** as shown in the screenshot below

This prevents unnecessary menus from being displayed at the side of your calendar.



The screenshot shows a dialog box titled "Website" with a close button (X) and an "About" link. It has a "Tab name" field with "General Calendar" and a dropdown arrow. Below is a "URL*" field with the text "epoint.com/teams/TaD-Admin/Lists/General%20calendar/calendar.aspx?isdlg=1" and a dropdown arrow. A note below the URL field reads: "*Make sure you're only linking to sites that start with 'https://' and contain trustworthy web content. That way, you and your team can stay secure." At the bottom, there is a checked checkbox "Post to the channel about this tab", a "Back" button, and a "Save" button.

- If you would like your Team members to receive a post about the new calendar, tick the checkbox
- Click **Save** – the calendar appears under the new tab

Using the team calendar

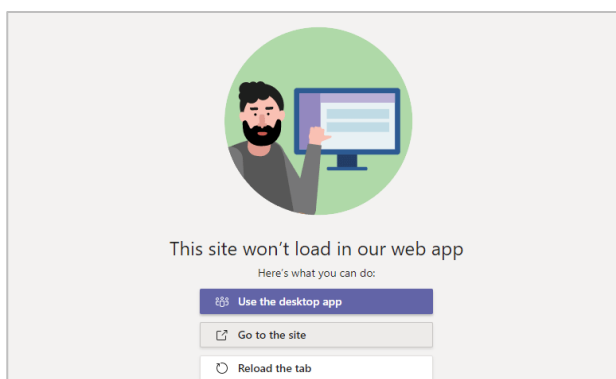
View the calendar

If you are using Teams Desktop App

- Click the new calendar tab – if you have many tabs, this will appear under the **more** drop-down
 - Note:** Because your new calendar is linked to your Team SharePoint site (Office 365), you and your Team Members may be prompted to **Sign in** from time to time, particularly if you don't have an Office 365 app open. If this happens, simply sign in using your credentials as usual.

If you are using Teams Web App

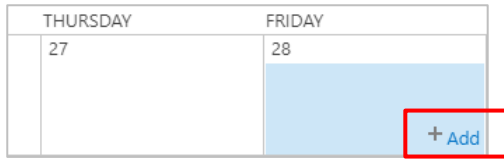
- Click the new calendar tab – if you have many tabs, this will appear under the **more** drop-down.
- You will be presented with the message **If your site isn't loading correctly, click here.**
- When you **click here**, you will see this message: 'This site won't load in our web app. Here's what you can do: Use the desktop app; Go to the site; Reload the tab'.



- Click **Go to the site** to open the calendar in a new SharePoint tab/browser window.

Create an Event

1. In the calendar grid, click on the date of your meeting then click **+ Add**.



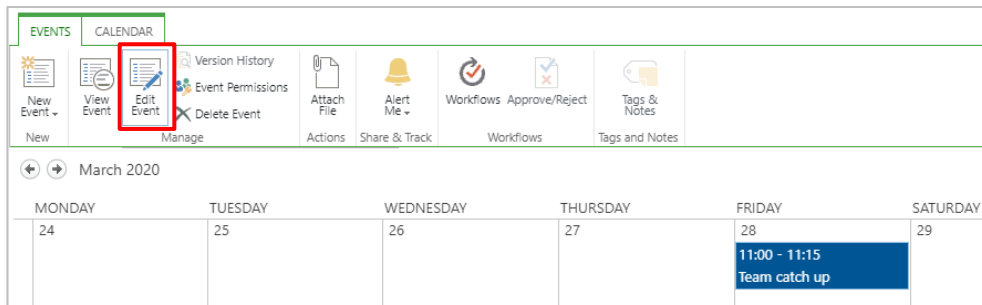
2. In the **calendar – New Item** dialog, add your meeting details in the usual way, e.g. **Title**, **Start** and **End Time**, and **Description** if required.
3. If this is to be a repeating event, tick the **Recurrence** checkbox and set the recurrence as required.
4. Click **Save**
5. The event appears in your calendar grid and is visible to all Channel Members.



Remember that while it is *technically* possible to add Attendees to an event in your Team SharePoint calendar, there is no integration with Outlook, so attendees will not receive a meeting invite in Outlook and will be unable to respond.

Edit or Delete an Event

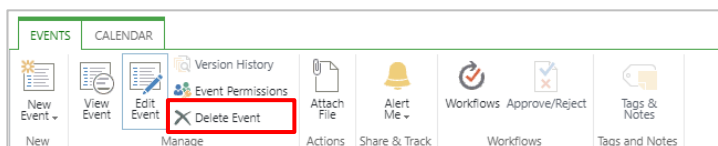
1. To **edit** an event, do not click on the event title as this will open it in SharePoint. Instead:
 - Click anywhere else on the event, then click **Edit Event** under the **Events** tab on the calendar toolbar.



- Edit the event details as required and **Save**.

2. To **delete** an event:

- Select the event as described in step 1 above, then click **Delete Event** under the **Events** tab on the calendar toolbar.



Help and Support

See [Guides and Links](#) in our MS Teams resource on Toolkit or contact the IT Service Desk: myit.abdn.ac.uk.