




OWA - Calendar

Calendar settings in Outlook on the web

Go to Calendar settings

1. In Outlook on the web, select the Calendar icon.
2. At the top of the page, select **Settings**  to open the Settings pane. In the Settings pane, you can change the time zone, date format, time format, and first day of the week.
3. If you want to change a different settings, use the search bar to quickly find what you need, or select **View all Outlook settings**.

View

Use Personalization settings to customize your calendar's appearance.

Setting	Description
Show the first day of the week as	The day you select here will appear as the first day of the week in Week view.
Show hours in	Set the increments in which the calendar shows time. Use the option buttons to choose 15-minute increments or 30-minute increments.
Show work week as	Select the days to display when you choose the Work Week view in the calendar.
Working hours	Nonworking hours appear in a darker color than the rest of your calendar. When you're using the Scheduling Assistant, the work times of each attendee are considered in the suggested meeting times.
Show week numbers	Select this to show the number of the week when you view the calendar in Month view.
Start the first week of the year on	If you have Show week numbers in Month view turned on, you can choose where to start the numbering: the first day of the year, the first four-day week, or the first full week.



OWA - Calendar

Turn on the birthday calendar

Select this to add a calendar that shows your contacts' birthdays.

Events and invitations

Use Events and invitations to control defaults when events are created and how meeting invitations, responses, and notifications are handled.

Setting	Description
Default reminder	Use this setting to set how far in advance of an event you want the default reminder to appear.
Delete invitations and responses that have been updated	Select this check box to automatically remove out-of-date meeting requests and responses from your Inbox. The calendar item will remain on the calendar.
Delete notifications about forwarded events	Select this check box to automatically put event forward notifications in the Deleted Items folder. By default, you'll receive these notifications when an event you organized is forwarded to a new recipient by one of the event attendees. Selecting this option doesn't affect the processing of event request responses.
End appointments and meetings early	Select this check box to shorten events you schedule. Once selected, there are options to customize time to shorten the meeting.

Events from email

Use the Events from email settings to control how events are added from email to your calendar.

Setting	Description
Automatically add events to my calendar from email	Select this check box to automatically add events detected in email to your calendar.
Mark events as private so only I can see them	Select this check box to automatically mark events as private.



OWA - Calendar

Add these events to my calendar from email

Select the check box for each event type that you want added from email to your calendar.

Shared calendars


Use Shared calendars to share a calendar with specific people, publish a calendar for anyone with a link to see, and manage shared calendars.

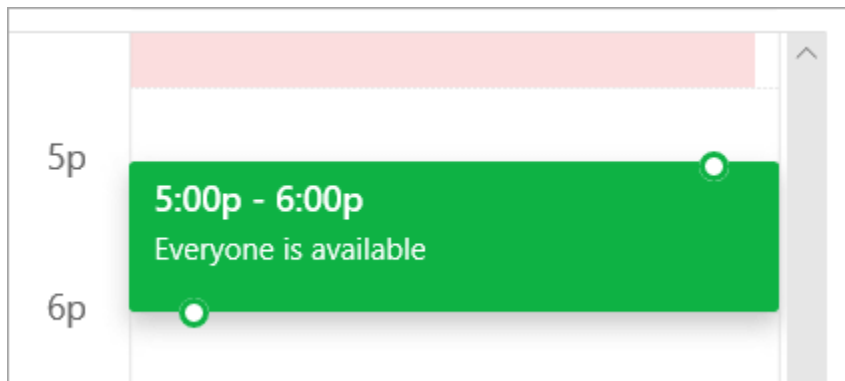
Setting	Description
Share a calendar	Select the calendar you want to share.
Publish a calendar	Select the calendar you want to publish and choose much detail you want to share.

Using the Scheduling Assistant in Outlook on the web

If you're trying to schedule a meeting with multiple people or search for a room or other resources for your meeting, the Scheduling Assistant in Outlook on the web can help.

Use the scheduling grid

1. [Sign in to Outlook on the web.](#)
2. At the bottom of the page, select  to go to Calendar.
3. At the top of the page, select **New event**.
4. In the **Invite people** box, enter the names or email addresses of the people you want to invite.
Select **Optional** to add optional attendees.
5. On the side of the event form, view your events and other attendees' busy information in day view. Attendee's busy information appears in red on top of your calendar events.





OWA - Calendar


- Click anywhere on the grid to select a new time for the event.

Use the Scheduling Assistant

The Scheduling Assistant can be used before or after you provide event details. If you provide the date, time, and duration of your event, and add attendees before you open the Scheduling Assistant, those details are carried over and you can change them as needed.

By using the Scheduling Assistant, you immediately get to view the calendar of an attendee and determine their availability—free or busy—for the date and time of the event.

Open the Scheduling Assistant

- [Sign in to Outlook on the web.](#)
- At the bottom of the page, select  to go to Calendar.
- At the top of the page, select **New event**.
- At the top of the event form, select **Scheduling Assistant**.

In the Scheduling Assistant, you can add attendees and a room, and change the date and time of the event, but you can't change the event title.

Add attendees

- In the Scheduling Assistant, select **Add required attendee** or **Add optional attendee**.
- Type the name or email address of the person you want to add and press Enter.

Add a room

- In the Scheduling Assistant, select **Add a room**.
- Choose a room from the list. You can change buildings by selecting the drop-down menu at the top of the list.

When you select a room list, the Scheduling Assistant will show the conference rooms and their availability.

View calendars

As you add attendees and a location, their calendar information will appear in the calendar grid.

- Select the date at the top of the Scheduling Assistant to choose a new date for your meeting. In the calendar, select the month or use the up or down arrows to change the month.
- Select the start time or end time to change when the meeting begins or ends.
- Use the scroll bar at the bottom of the Scheduling Assistant to see attendees' availability before or after the time you've selected.
- Alternately, you can select a date and time directly on the grid, and resize the selection on the grid to change duration of the event.

Send your meeting invitation

- Select **Done** to save your changes and close the Scheduling Assistant.



OWA - Calendar

2. Select **Send** to send the meeting invitation.


Share your calendar in Outlook on the web

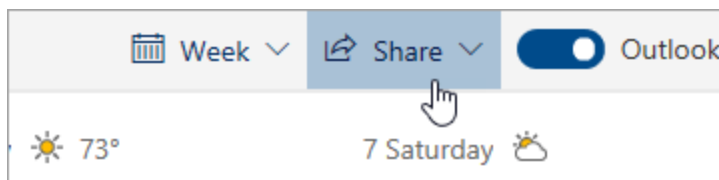
If you have Microsoft 365 or another email service based on Microsoft Exchange Online, use Outlook on the web to share your calendar with people inside or outside your organization. Depending on the permission you give them, they can view your calendar, edit it, or act as your delegate for meeting requests.

Notes:


- Calendar sharing may not be available for your account, or may be limited to people in your organization, depending on your organization settings.

Share your calendar

1. At the bottom of the page, select  to go to Calendar.
2. In Calendar, on the toolbar at the top of the page, select **Share**, and choose the calendar you want to share.



Note: You can't share calendars owned by other people.

3. Enter the name or email address of the person you want to share your calendar with.
4. Choose how you want the person to use your calendar:
 - **Can view when I'm busy** lets them see when you're busy but doesn't include details like the event location.
 - **Can view titles and locations** lets them see when you're busy, as well as the title and location of events.
 - **Can view all details** lets them see all the details of your events.
 - **Can edit** lets them edit your calendar.
 - **Delegate** lets them edit your calendar and share it with others.
5. Select **Share**. If you decide not to share your calendar right now, select .

Notes:

- When sharing your calendar with someone who's not using Outlook on the web, for example, someone using Gmail, they'll only be able to accept the invitation using a Microsoft 365 or an Outlook.com account.
- ICS calendars are read-only, so even if you grant edit access to other people, they won't be able to edit your calendar.




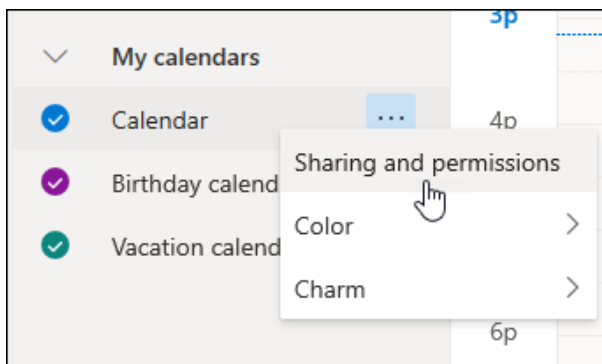
OWA - Calendar


- How often your ICS calendar syncs depends on the email provider of the person you've shared it with.
- Calendar items marked private are protected. Most people you share your calendar with see only the time of items marked private, not the title, location, or other details. Recurring series marked as private will also show the recurrence pattern.

Change calendar sharing permissions

You can change the permissions you've set for a calendar, or stop sharing the calendar completely, by right-clicking the calendar name under **Calendars**.

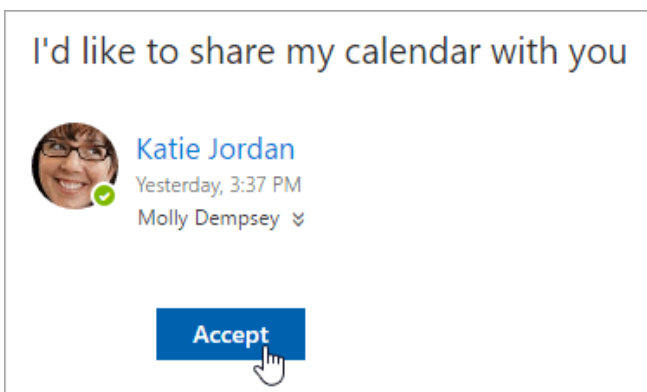
1. At the bottom of the page, select  to go to Calendar.
2. Under **Calendars**, right-click the calendar you want to update sharing settings for, and select **Sharing and permissions**.



3. Find the person whose permissions you want to change and either choose a new level of permissions or select  to stop sharing your calendar with them.

Add another person's calendar to your calendar view

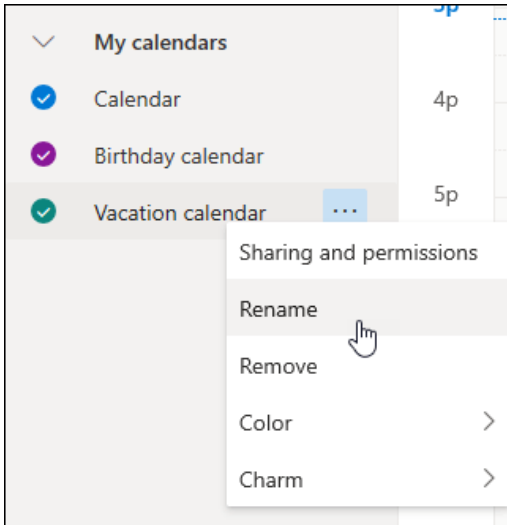
If you receive an invitation to share someone else's calendar, select **Accept** at the bottom of the message to add their calendar to your calendar view.






OWA - Calendar

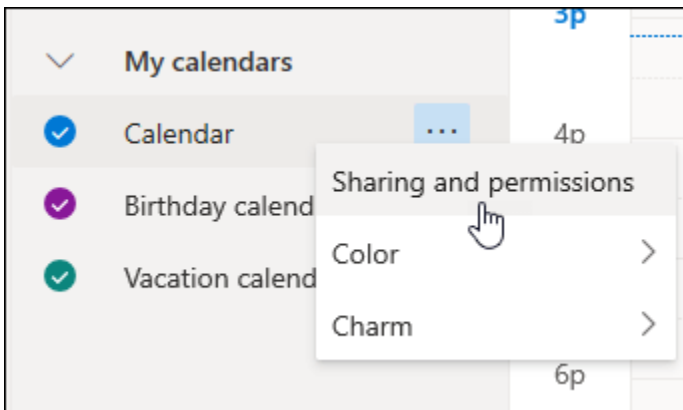
After you add another calendar, you can rename it, change its color, or remove it from your view. To do this, right-click the calendar in the navigation pane.




Stop sharing your calendar with someone

If you want to stop sharing your calendar with someone, you can remove their permissions.

1. At the bottom of the page, select  to go to Calendar.
2. In the left pane, right-click the calendar you want to stop sharing and select **Sharing and permissions**.



By default, your primary calendar is called "Calendar". If you created other calendars, you can select one of them instead. You can't remove sharing permissions from calendars owned by other people.

3. Choose the person you want to stop sharing your calendar with and select  .


The person is now removed from the list of people who have access to your calendar. Their copy of your calendar will no longer sync to your calendar or receive updates.



OWA - Calendar

Publish your calendar

In Calendar settings, you can publish your calendar so anyone can view your calendar or subscribe to it.


1. In Calendar view, select **Settings**  > **View all Outlook settings**.
2. Select **Shared calendars**.
3. Under **Publish a calendar**, choose which calendar you want to publish and how much detail people can see.
4. Select **Publish**.
5. If you choose an HTML link, recipients can copy and paste the URL in a browser to view your calendar in a new browser window.

If you choose an ICS link, recipients can download the ICS file and import it into Outlook. This will add your events into their calendar, but recipients won't automatically receive any updates to your calendar. Alternatively, recipients can use the ICS link to subscribe to your calendar through Outlook. They'll see your calendar alongside their own and will automatically receive any updates to your calendar.

Notes:

- HTML and ICS calendars are read-only, so recipients won't be able to edit your calendar.
- How often your ICS calendar syncs depends on the recipient's email provider.

Unpublish your calendar


1. In Calendar view, select **Settings**  > **View all Outlook settings**.
2. Select **Shared calendars**.
3. Under **Publish a calendar**, select **Unpublish**.

Create, modify, or delete a meeting request or appointment in Outlook on the web

You can create, modify, or delete a meeting or appointment in Outlook on the web.

Create a meeting or appointment


An appointment is an event for yourself like a lunch date or medical appointment. A meeting is an event that you send to other people.

1. At the bottom of the page, select  .
2. Click on the calendar at the day and time when you'd like the event to occur. Or, select **New event** at the top of the page.
3. Add a title to your event. If it's an all-day event, select the **All day** toggle.








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4. If you want to invite people to the event, type their names or email addresses in the **Invite required attendees** box. You can see times they're available below the drop-down menus for date and time.


3/15/2019  2:00 PM ▼ to 2:30 PM ▼


Free: **Fri 3/15** 9:00 AM - 9:30 AM | 9:30 AM - 10:00 AM | 1:00 PM - 1:30 PM


5. Type a location for your event in the **Search for a room or location** box. Outlook will offer suggested locations based on what you've typed.
6. You can set additional optional items on the full event form. Select  or **More details** and then select the following options:
- Select **Busy** to choose how your status will appear during the event, or to make the event private.
 - Select **Categorize** to choose a category for the event.
 - Select **Response options** to choose if you want to request responses from attendees, allow the meeting request to be forwarded, or hide the attendee list.
 - Select **Optional** to add optional attendees.
 - Select **Repeat** to make this a recurring event, and then choose the dates when you want the series to begin and end.
 - Select **Remind me** to choose when you want to be reminded about the event. By default, the reminder time is set to 15 minutes before the event.
7. Select **Save** if this is an appointment you created for yourself or **Send** if this is a meeting with attendees.
- Note:** If you own more than one calendar, you can choose which calendar to create an event in by selecting it from the drop-down list at the top of the new event window.

 Save
 Discard
 Scheduling Assistant
 Bus

 **Add a title**

 **Calendar**

 Calendar

 Hiking plans



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[Click to watch the “Create a meeting or appointment” video.](#)

Find a room for your meeting or appointment

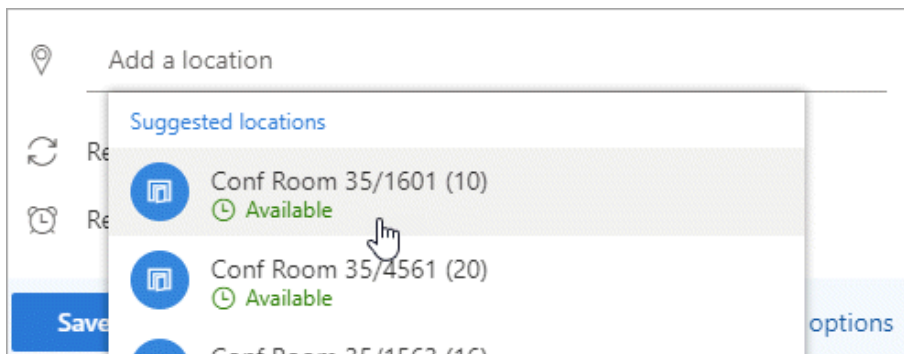
Find a room for a recurring meeting

[Click to watch the “Find a room for a recurring meeting” video.](#)

Smart location suggestions

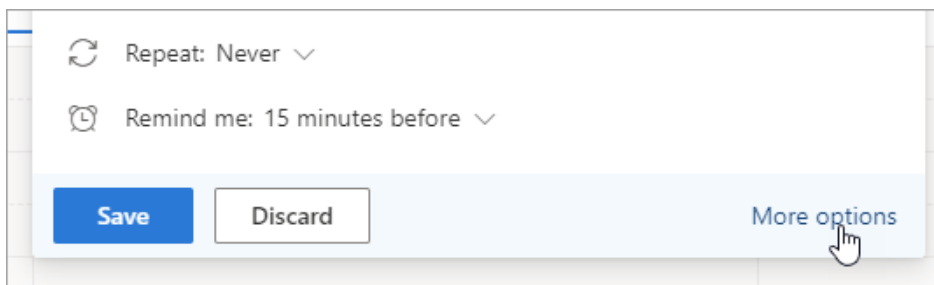
When creating a meeting or appointment, you can browse for available rooms.

1. Click on the calendar at the day and time when you'd like the event to occur.
2. Select **Search for a room or location** to see a list of suggested locations.



To see all available rooms:

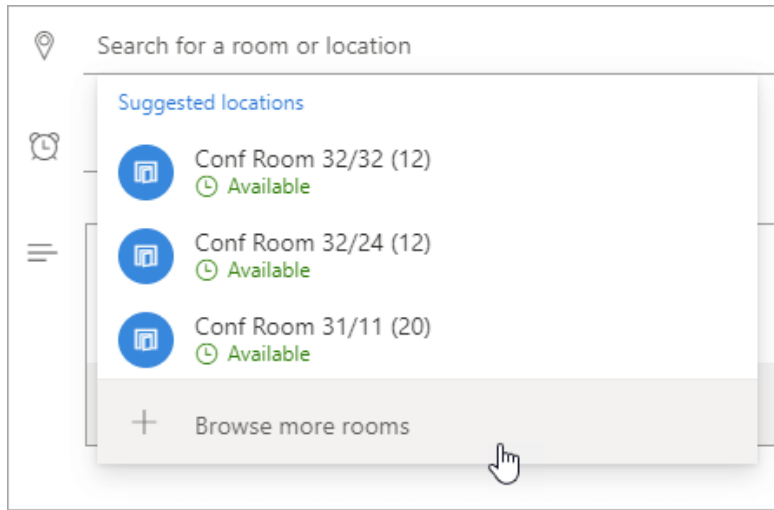
1. Select ↗ or **More options** to open the full window.



2. In the full window, select **Search for a room or location** > **Browse more rooms**.




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3. Choose a location, or use the search bar to search for a city or room list.

[Click to watch the "Smart location suggestions" video.](#)

Modify a meeting or appointment


1. At the bottom of the page, select  .
2. Select the event you want to modify and then select **Edit**.

If this is a recurring meeting or appointment, you will also have to choose one of the following:

- **This event:** Choose this option to open and make changes to the event you've selected in the calendar.
 - **This and all following events:** Choose this option to delete the event you've selected in the calendar and all subsequent events in the series.
 - **All events in the series:** Choose this option to open and make changes to the complete series of events.
3. Change any details for the event, and then select **Save** if this is an appointment you created for yourself or **Send** if this is a meeting with attendees.

[Click to watch the "Quickly edit your events" video.](#)

Cancel a meeting or delete an appointment

1. At the bottom of the page, select  .
2. Select the event in your calendar.
3. Select **Cancel** if the event is a meeting, or **Delete** if the event is an appointment. If you're canceling a meeting, add a message if you want, and select **Send**.

If this is a recurring event, you will have to select one of these options when you first select **Cancel** or **Delete**:



OWA - Calendar


- **This event:** Choose this option to cancel or delete the event you've selected in the calendar.
- **This and all following events:** Choose this option to cancel or delete the event you've selected in the calendar and all subsequent events in the series.
- **All events in the series:** Choose this option to cancel or delete the complete series of events.

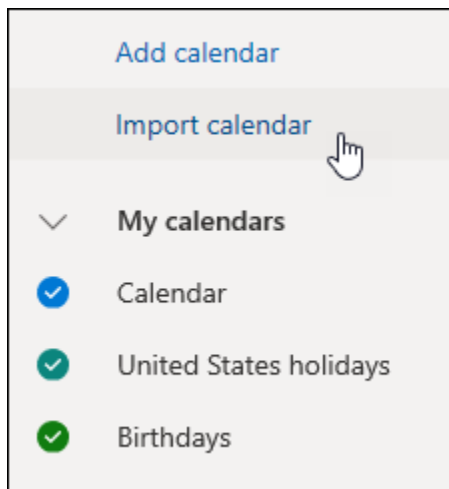
Import or subscribe to a calendar in Outlook on the web

In Outlook on the web, you can import events from an .ics file to your existing calendar or subscribe to a calendar online and receive automatic updates (known as an ICS subscription or an iCal subscription). You can import calendars from websites or calendar programs that support the .ics file format, such as Apple iCal, Google Calendar, and Mozilla Lightning.

You can search the internet for lists of iCals. Websites for theaters, sports teams, and schools often have an "Add to calendar" link that you can use to download an iCal. Bing also has suggestions for calendars.

Import a calendar

1. Locate the calendar you want to add and save it to a folder on your computer as an .ics file.
2. [Sign in to Outlook on the web.](#)
3. At the bottom of the page, select  to go to Calendar.
4. In the navigation pane, select **Import calendar**.




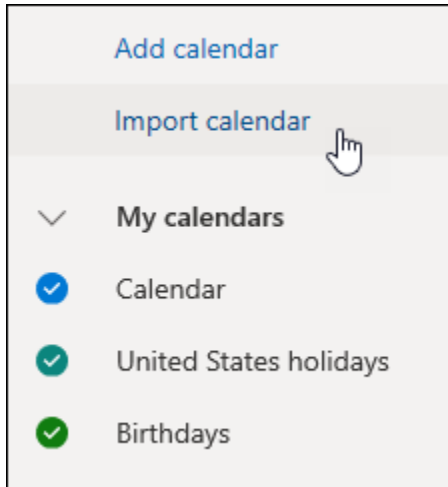
5. Under **Import calendar**, select **From file**.
6. Under **Import from file**, select **Browse**, choose an .ics file, and then select **Open**.
7. Under **Import to**, select the calendar that you want the file imported to, and then select **Import**.



OWA - Calendar

Subscribe to a calendar


1. [Sign in to Outlook on the web.](#)
2. At the bottom of the page, select  to go to Calendar.
3. In the navigation pane, select **Import calendar**.



4. Under **Import calendar**, select **From web**.
5. Under **Link to the calendar**, type the URL for the linked calendar.
6. Under **Calendar name**, type the name you want to use for the calendar.
7. Select **Import**.

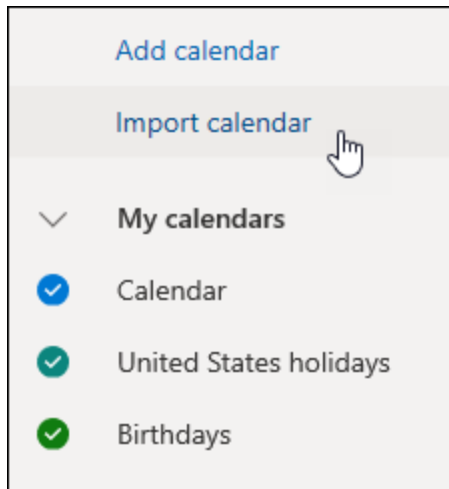
Note: Whenever events change on an iCal, it can take more than 24 hours for Outlook on the web to update your calendar.

Add a calendar from your organization's directory

1. Sign in to Outlook on the web.
2. At the bottom of the page, select  to go to Calendar.
3. In the calendar navigation pane, select **Import calendar**.



OWA - Calendar



4. Under **Import calendar**, select **From directory**.
5. Enter the name or email address of the calendar you want to add. Outlook on the web will automatically find matching entries from the organization's directory.
6. Select **Add**.

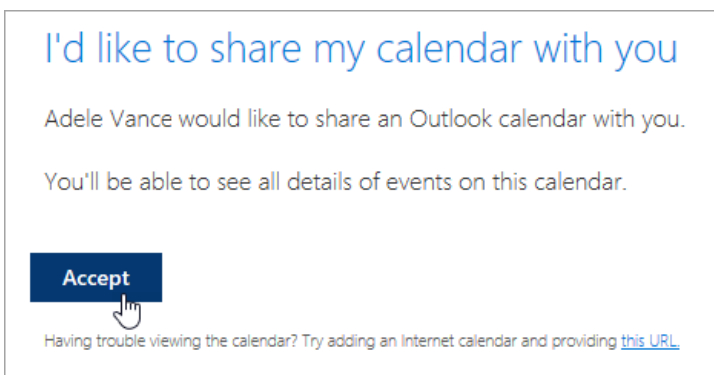
Note: You can add only one calendar at a time. Repeat the instructions for each calendar you want to add.

Manage someone else's calendar in Outlook on the web

With the right permission, you can use Outlook on the web to edit other people's calendars and even send and respond to meeting requests on their behalf.

Add someone else's calendar to your calendar view

If you've received an invitation to share someone else's calendar, select the **Accept** button in the invitation to add it to your list of calendars.



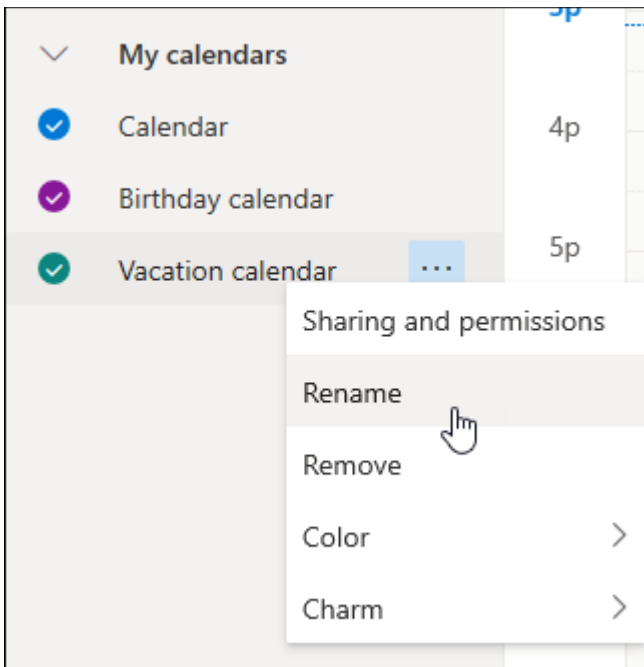


OWA - Calendar

We are currently making improvements to calendar sharing for consistency and simplicity. Until those changes are complete:

- Invitations in some Outlook applications will not have an **Accept** button. If you do not see an **Accept** button, use Outlook on the web to accept.
- Invitations might not be sent at all from some Outlook applications. If you did not receive a sharing invitation email, ask the calendar owner to share the calendar again from Outlook on the web.


After you've added a calendar, you can select it to add it to or remove it from your calendar view, or use the context menu to rename it, change its color, or delete it from your view.



Schedule a meeting on someone else's behalf

Once you have editor or delegate access to someone else's calendar and have added it to your calendar list, you can schedule meetings on their behalf. It's just like setting up a meeting on your own calendar, but you choose their calendar when creating the meeting. When you send the meeting invitation, it will show that it's from you on the calendar owner's behalf.

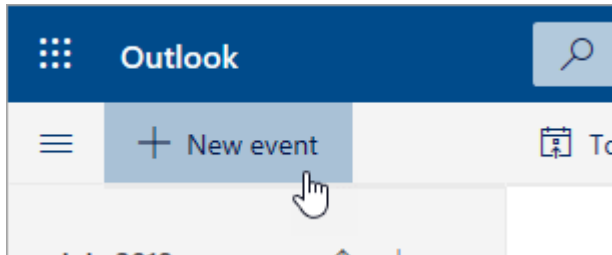
Schedule a meeting as a delegate

1. In Outlook on the web, select  at the bottom of the page.
2. Make sure that you can see their calendar in your list of calendars. If you can't, see the above section about adding someone else's calendar to your calendar view.



OWA - Calendar

3. Select **New event** at the top or double-click on the calendar area to open a new calendar item form.



4. In the **Save to calendar** field, select their calendar. You will only see calendars that are added to your calendar list and for which you have editor or delegate permissions.
5. Fill out the rest of the fields as needed.
6. Send the meeting request.

Notes:

- [Using the Scheduling Assistant](#) can make it much easier to set up a meeting.
- If you want to add an appointment to someone else's calendar, follow the steps above to select the other person's calendar but do not add any additional people to the meeting. The event will be added to the other person's calendar but no meeting invitation will be sent.

Respond to a meeting on someone else's behalf

If you're a delegate for someone, meeting requests and updates will be sent to you. They'll show up in your Inbox just like any other meeting request, but you'll see a note on the meeting form that tells you who the meeting request is for.

Quarterly review

Received for Diego Siciliani

Adele Vance
 Tue 7/10/2018, 10:42 AM
 Irvin Sayers

Quarterly review
 Tue 7/10/2018 11:00 AM - 11:30 AM

Yes
 ? Maybe
 No

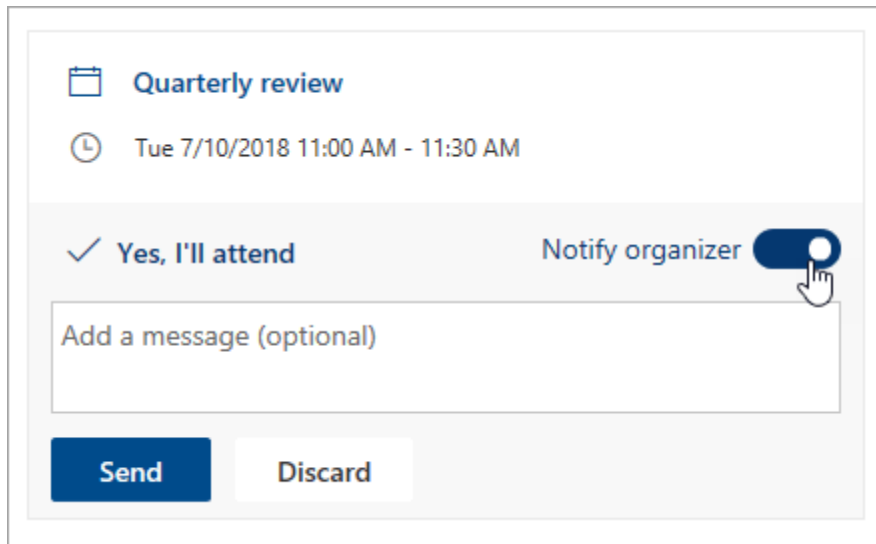
[Show conflicts](#)



OWA - Calendar

Respond to a meeting request

1. Select **Yes, Maybe, or No**.
2. Select the **Notify organizer** toggle if you would like to let the organizer know your response.



3. You can add a message to your response.
4. If you accept the invitation, the meeting will show as busy on the owner's calendar. If you choose to send a response, the meeting organizer will see that the response is from you on the calendar owner's behalf.
Note: If the person who owns the calendar is using Outlook on the web, they won't see in their Inbox that you've responded to a meeting invitation on their behalf. If they view their calendar, they'll be able to see the event and if you (or another delegate) have responded to it.

Editing a meeting on someone else's behalf

As a delegate, you can also edit or cancel meetings on behalf of the calendar owner. To do so, open the calendar event, make the changes, and select the option to send the updated or canceled meeting invitation. The meeting update or cancellation will be sent from you on behalf of the calendar owner.

Note: Once a meeting invitation has been sent, you cannot change the calendar on which it was scheduled.

Calendar delegation in Outlook on the web

You can use Outlook on the web for business to give someone in your organization permission to manage your calendar. You can give them editor access, which lets them edit your calendar, or delegate access, which lets them not only edit



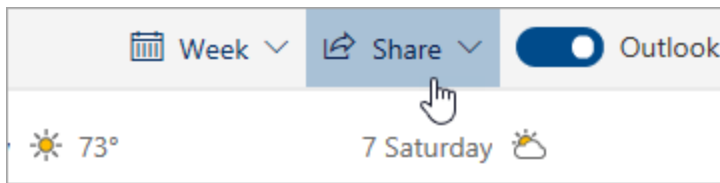
OWA - Calendar

your calendar, but also schedule and respond to meetings on your behalf.

Assign an editor or delegate


You can give anyone within your organization editor or delegate access to your calendar. Editors can be assigned to your primary calendar (named "Calendar") or to any additional calendars that you created. Delegates can only be assigned to your primary calendar. You can't give editor or delegate access to people outside your organization.

1. In Outlook on the web, select  at the bottom of the page.
2. At the top of the page, select **Share > Calendar**.



3. In the **Sharing and permissions** page, type the name or email address of the person you want to share your calendar with. Though you can share your calendar with more than one person, you can only add one person at a time from Outlook on the web.
4. After you've added the person you want to manage your calendar, select the drop-down list next to their name, and choose the level of access you want them to have.
 - Select **Can edit** to give them permission to make changes to your calendar.
 - Select **Delegate** to give them the same permission as an editor, plus they will receive meeting requests and responses on your behalf.

Note: When a delegate responds to a meeting invitation on your behalf, you won't see the response on the invitation in your Inbox when using Outlook on the web. Meetings that are accepted or tentatively accepted will appear on your calendar and will show that your delegate accepted them.

- The options **Can view when I'm busy**, **Can view titles and locations**, and **Can view all details** allow others to view your calendar but not make changes to it. Access for people from outside your organization is limited to these options.
5. After you've finished adding the person you want to share your calendar with and have chosen which permission you want to give them, select **Share**. If you decide not to share your calendar right now, select  **Remove**.

The person you shared your calendar with will receive an email message telling them about it. When they select the **Accept** button in the invitation, it will add your calendar to their list of calendars.

Note: Calendar items marked **Private** are protected. Most people you share your calendar with see only the time of items marked **Private**, not the subject, location, or other details. The exception to this is if you select the **Let delegate view private events** check box.



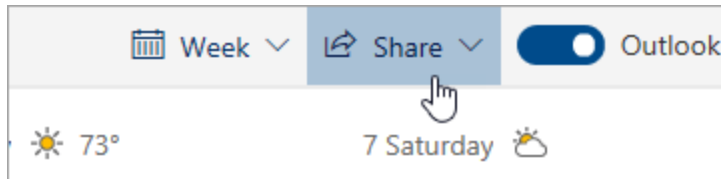
OWA - Calendar


Other sharing options

In addition to editor and delegate options, which allow other people to edit your calendar, there are options that allow other people to view your calendar, but not edit it or act as a delegate on your behalf.

Note: Access for people from outside your organization is limited to these options.

1. In Outlook on the web, select  at the bottom of the page.
2. At the top of the page, select **Share > Calendar**.



3. In the **Sharing and permissions** page, type the name or email address of the person you want to share your calendar with. Though you can share your calendar with more than one person, you can only add one person at a time from Outlook on the web.
4. After you've added the person you want to manage your calendar, select the drop-down list next to their name, and choose the level of access you want them to have.
 - Select **Can view when I'm busy** to give them permission to see only when you are busy, but not the details of items on your calendar.
 - Select **Can view titles and locations** to give them permission to see when you're busy, plus the titles and locations of items on your calendar.
 - Select **Can view all details** to give them permission to see all details of items on your calendar. others to view your calendar but not make changes to it.
5. After you've finished adding the person you want to share your calendar with and have chosen which permission you want to give them, select **Share**. If you decide not to share your calendar right now, select  **Remove**.

Set meeting request and response options

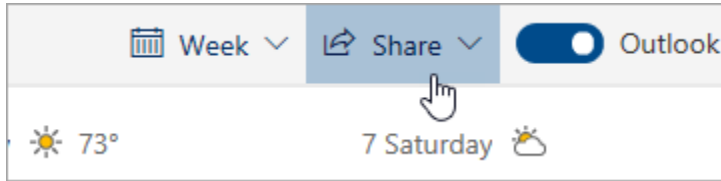
After you've given someone delegate access to your calendar, you'll see an additional option in **Sharing and permissions** that lets you control how meeting requests and responses are processed. If you have multiple delegates, this option will apply for all of your delegates.

To set these options:

1. In Outlook on the web, select  at the bottom of the page.
2. At the top of the page, select **Share > Calendar**.



OWA - Calendar

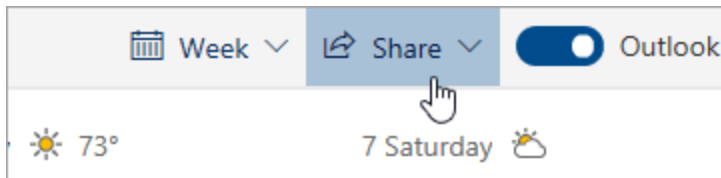


3. Under **Delegates**, next to **Send invitations and responses to**, select one of the following options:
 - **Delegate only** Meeting requests and responses go only to your delegates.
 - **Delegate and send me a copy** Meeting requests and responses are sent to you and your delegates. Only your delegates see the option to accept or decline a meeting request, and the notification sent to you will appear like a normal email message. You can still respond to the meeting by opening the calendar item and responding.
 - **Both my delegate and me** Meeting requests and responses are sent both to you and your delegates. Either of you can respond to the meeting invitation.

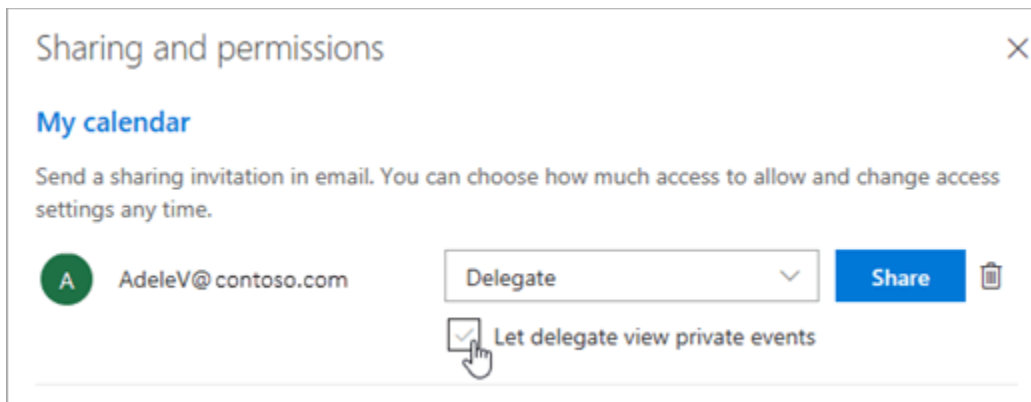
Let delegates see details of private items

You can use the settings in the **Sharing and permissions** dialog to give delegates permission to see the details of items that have been marked as private.

1. In Outlook on the web, select at the bottom of the page.
2. At the top of the page, select **Share > Calendar**.



3. Next to the delegate you want to give permission to see private appointments, select the check box for **Let delegate view private events**.




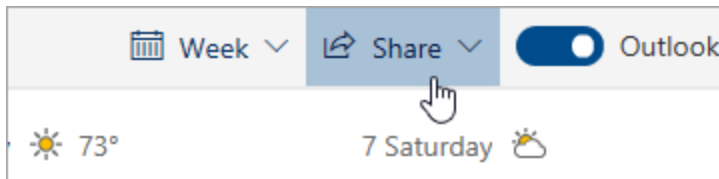


OWA - Calendar

Stop sharing a calendar

If you would like to stop sharing your calendar with someone, use Outlook on the web to remove his or her permissions.

1. In Outlook on the web, select  at the bottom of the page.
2. At the top of the page, select **Share**, and choose the calendar you want to stop sharing.



By default, your primary calendar is called "Calendar". If you created other calendars, you can select one of them instead. You cannot remove sharing permissions from calendars owned by other people.

3. Select  **Remove** next to the person with whom you want to stop sharing your calendar.

The person is now removed from the list of people with access to your calendar. If the person is inside your organization, your calendar will be removed from their list of calendars. If the person is outside your organization, their copy of your calendar isn't removed but will no longer sync to your calendar or receive updates.

Working with multiple calendars in Outlook on the web

Outlook on the web lets you view more than one calendar at a time. The calendars might be yours, or they might be a combination of your calendars and calendars from people inside and outside of your organization.

SCREEN SHOTS/FURTHER DESCRIPTION HERE

Add a calendar

There are several types of calendar that you can add.

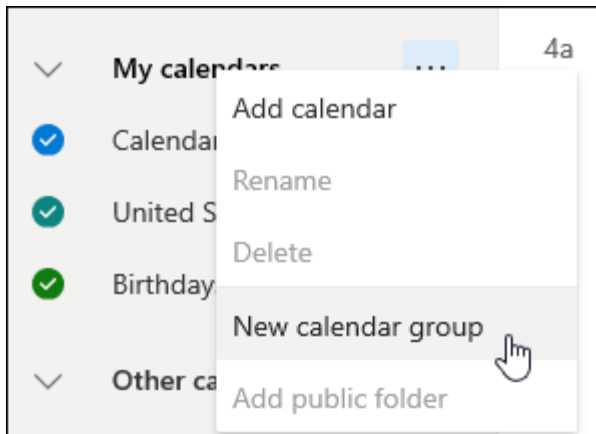
Create a calendar group

By default, you'll see three groups in the calendar navigation pane: **Calendars**, **Other calendars**, and **People's calendars**. You can use the context menu to create additional groups.

1. In the calendar navigation pane, right-click **Calendars** or **Other calendars** and then select **New calendar group**.



OWA - Calendar



2. Type a name for your new calendar group, and then press **Enter**.

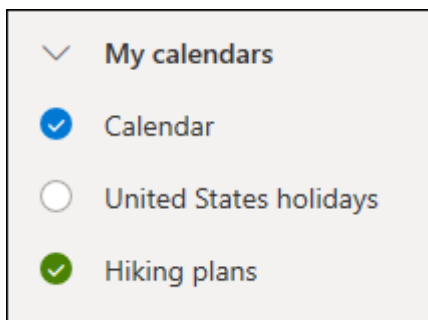
Right-click an existing calendar group to create or open a new calendar in the group, or to rename or delete the group.

Note: You can only rename or delete calendar groups you've created. You can't move a calendar between calendar groups.

Manage multiple calendars

Add or remove calendars from your calendar view

- To add or remove a calendar from your calendar view, select the check box next to the calendar in the calendar navigation pane. Removing the checkmark next to a calendar only removes it from your view, it doesn't remove the calendar from your account.



More options

- You can rename, delete, share, update permissions, or change the color and charm of calendars that you own. Select the calendar, and then right-click to open the menu.

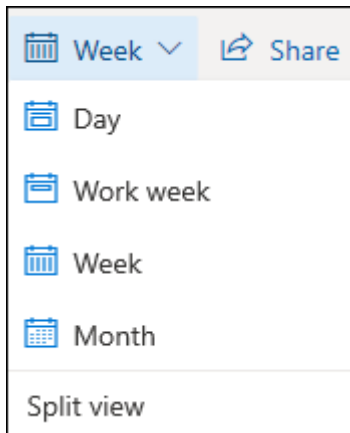


OWA - Calendar

- If you've added a calendar that belongs to someone else to your calendar view, right-click to rename, remove, change the color, or change the charm of that calendar. If you remove a calendar that belongs to someone else, it's removed only from your account, it's not deleted.

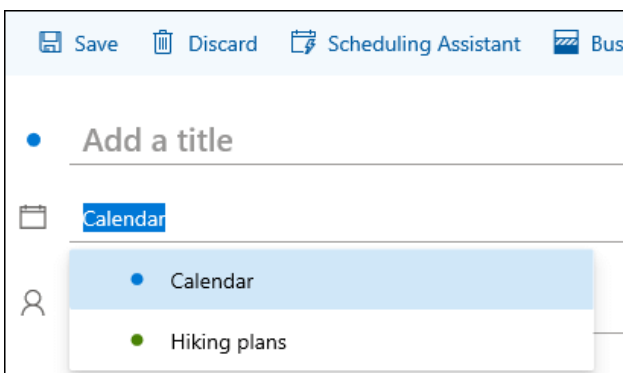
View more than one calendar at a time

- You can add and view as many calendars as you want to your account. The color of each calendar lets you know what items belong to which calendar.
- In merged view, you'll be able to see all of the calendars at once. In split view, you might have to scroll horizontally to see all of them.
- You can view the **Day**, **Week**, or **Work week** views in either merged or split view. You can turn split view on or off using the toggle in the calendar view selector at the top of the calendar window.



Choose which calendar to create a new event in

If you own more than one calendar, you can choose which calendar to create an event in by selecting it from the drop-down list in the new event window.



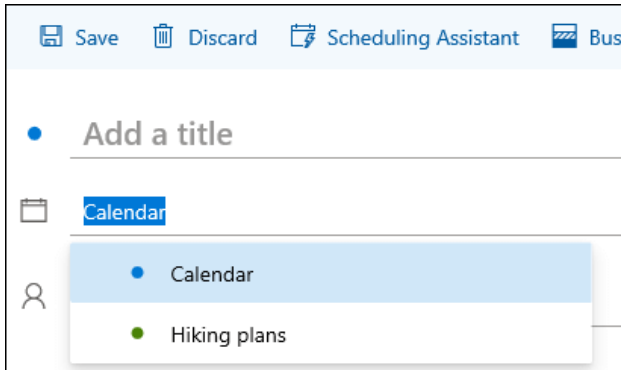
Move events to different calendars

You can move an event to a different calendar.



OWA - Calendar

1. Right-click the event you want to move and select **Edit**.
2. Select **More details** at the bottom of the event description.
3. In the event window, select the calendar name, and choose another calendar from the drop-down menu.



4. Select **Save**.

For more information, please refer to the Microsoft training resource page [HERE](#)