

# Microsoft SharePoint

## Owner: Create a Calendar



### Introduction

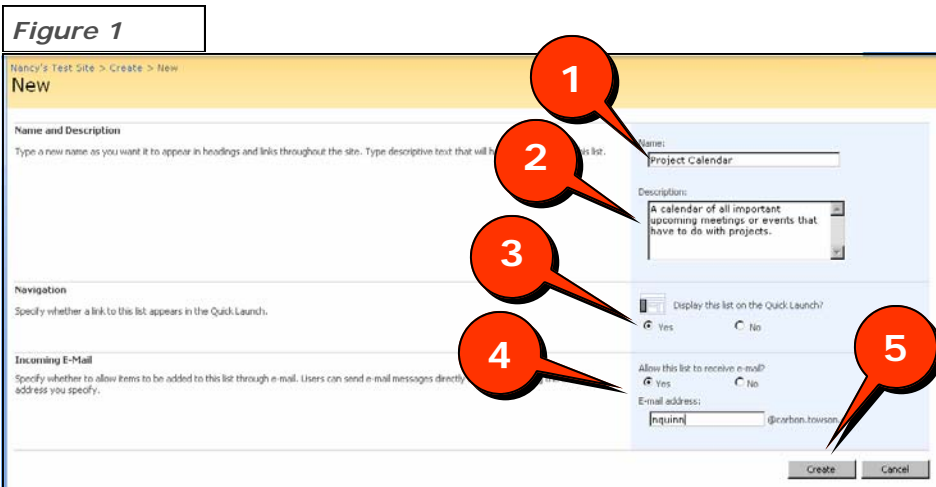
Create a calendar list to keep track of upcoming meetings, deadlines and other important events.

### Create a Calendar

You can create a folder to organize your links or place a link in the general links area.

1. From the Home page click on **Lists** in the Quick Launch menu.
2. Click on the **Create** button.
3. Select **Calendar** from the tracking category.
4. Give your calendar a name by completing the **Name** field (Fig 1, 1).
5. If you would like a description for your calendar complete the **Description** area (Fig 1, 2).
6. Select **Yes** for the calendar to be displayed in the quick launch menu.

The incoming e-mail settings will allow anyone to send e-mail messages, attachments, or calendar appointments to a SharePoint list or library. This feature is currently not enabled or supported by OTS, but may be an offering in the future (Fig 1, 4).



7. Click **Create** (Fig 1, 5).
8. From the Quick Launch bar under **Lists** you will see your new calendar list (Figure 2, 1).
9. Click on the **link** to see the Calendar.

