



University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service

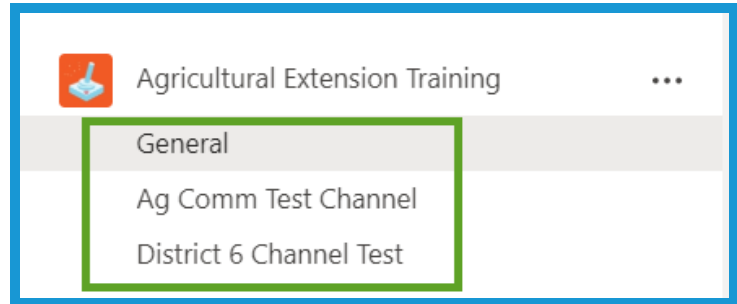
Microsoft Teams

Part 4: Teams Calendar

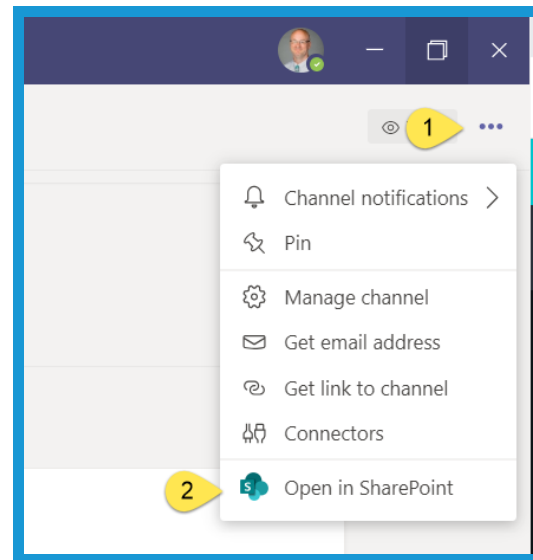
**Any questions or training request:
chad.jennings@uky.edu**

Section 1: Creating a Team Calendar

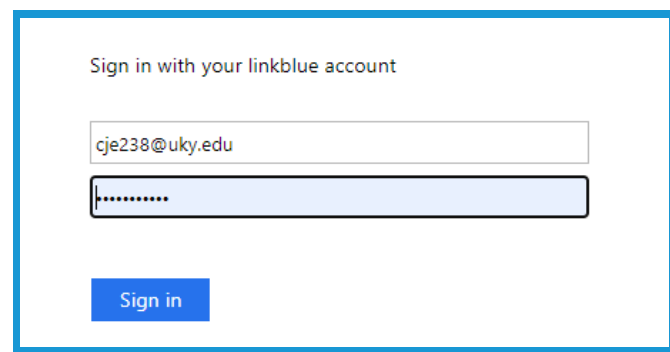
1. Find the **Team to which** you are wanting to add a **Calendar** and select the **Channel** where it will be posted.



2. Click the **three dots** in the **upper right corner** of the **channel**. Select **Open in SharePoint**.

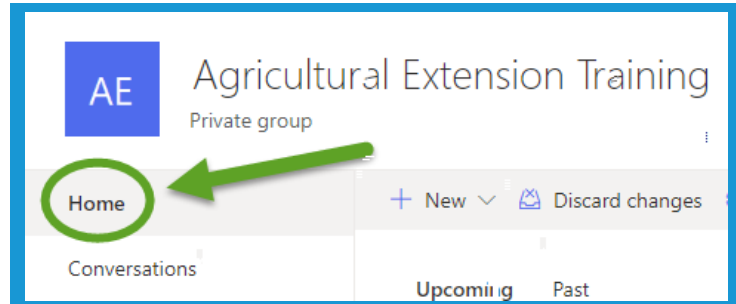


3. You may be required to **login** using **your linkblue ID@uky.edu** credentials.

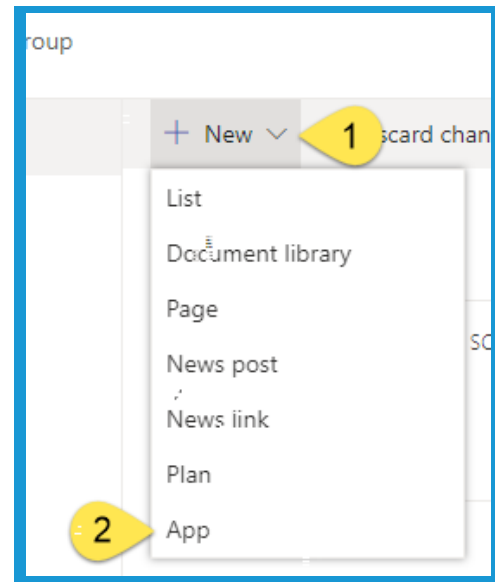


Section 1: Creating a Team Calendar

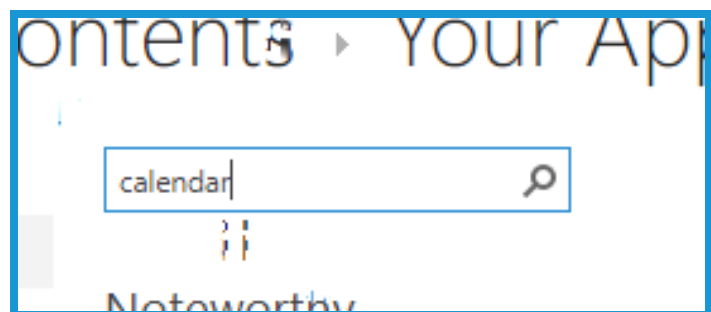
4. Once in the **SharePoint**, click on **Home** near the **upper left corner** of the page.



5. Click the **drop down menu** next to **New**. Select **App**.

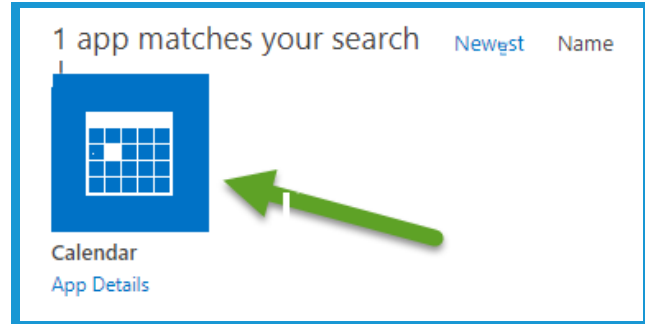


6. In the **search engine** at the top of the screen, type **calendar**. Then hit the **Enter key**.

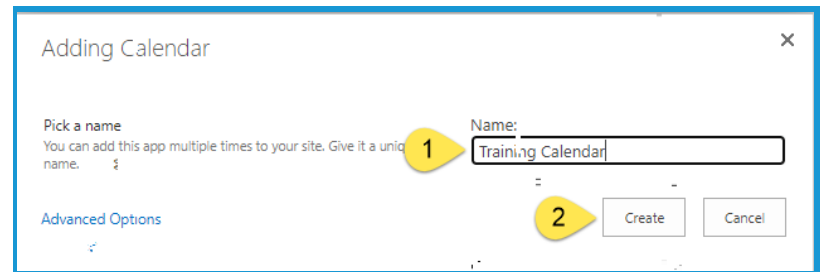


Section 1: Creating a Team Calendar

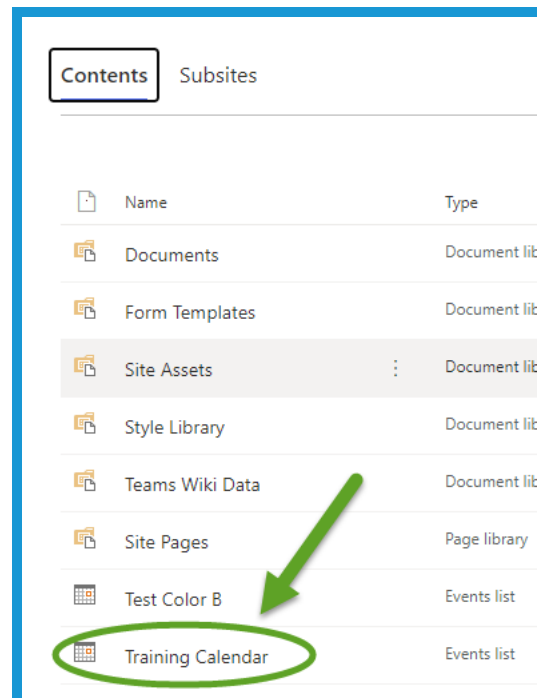
7. Click the **Calendar** button that appears **below** the **search field**.



8. In the **new window**, give you calendar a **name**. Then click **Create**.

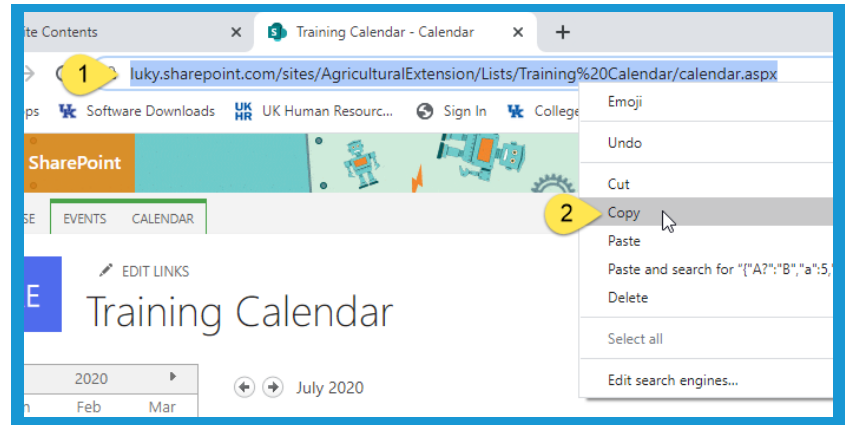


9. You will be moved to the **Site Content** page. **Locate** your **calendar** and **click** on the **name**.

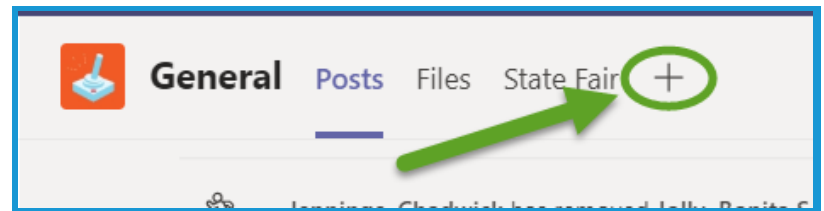


Section 1: Creating a Team Calendar

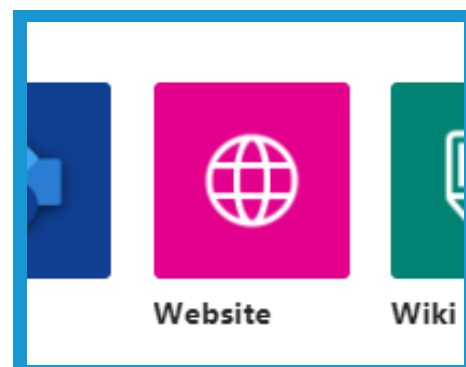
10. **Left click** on the **web address**. Then, **right click** on the **web address** of the calendar. Finally, select **Copy**.



11. Go back into **Teams**, and the **Channel** where you are wanting to post the calendar. At the top **center** of the channel page click the **plus sign**.

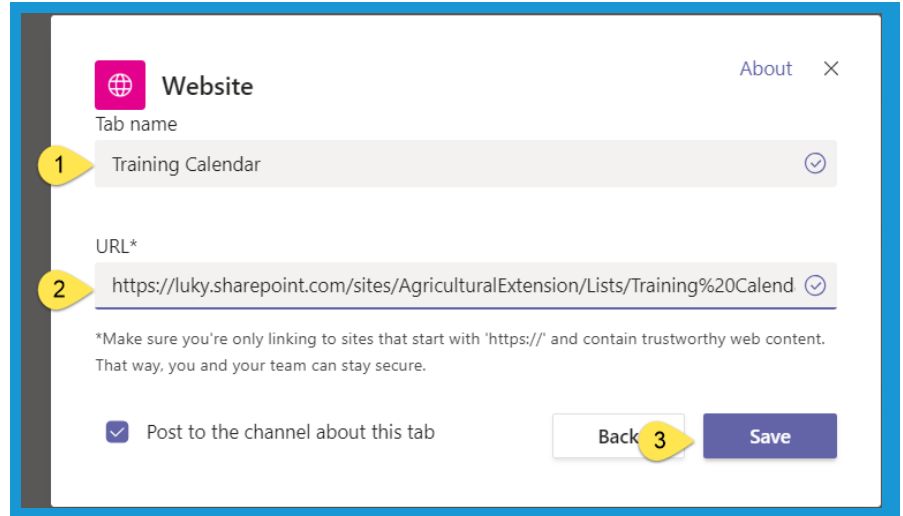


12. Locate the **Website** button and **click** to select the app.

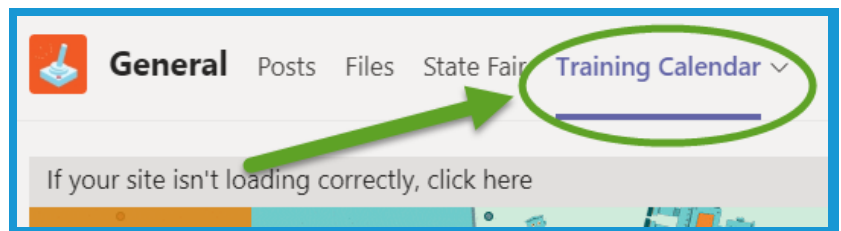


Section 1: Creating a Team Calendar

13. In the new window, give your **calendar** a **name** in the **Tab name** field. Then **paste** the **calendar web address** into the **URL field**. Finally, click the **Save** button.

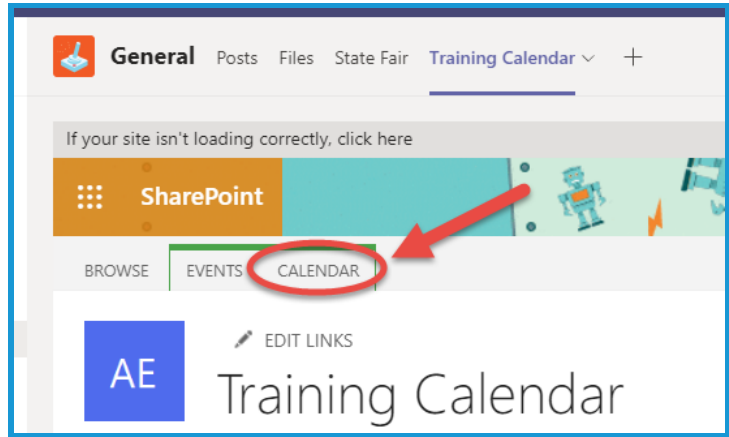


14. Your **calendar** will appear as a **new tab** on your **channel**. Please note that you and the other team members may have to **login** using your **linkblue** **credentials**.

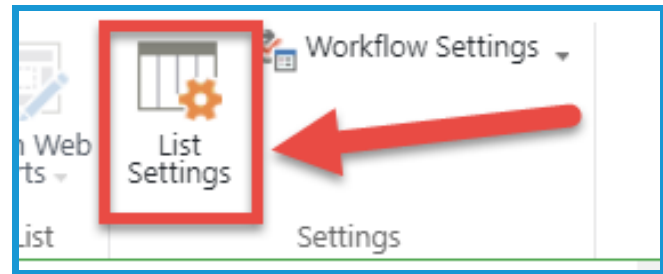


Section 2A: Color Coding - Creating Categories

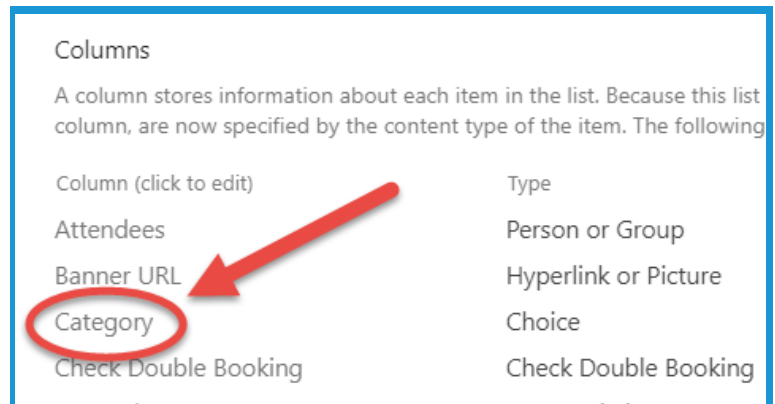
1. Click the **Calendar** tab at the **top** of your **shared Teams** calendar.



2. Click **List Settings** on the **far right** of the **new toolbar** at the top of the page.

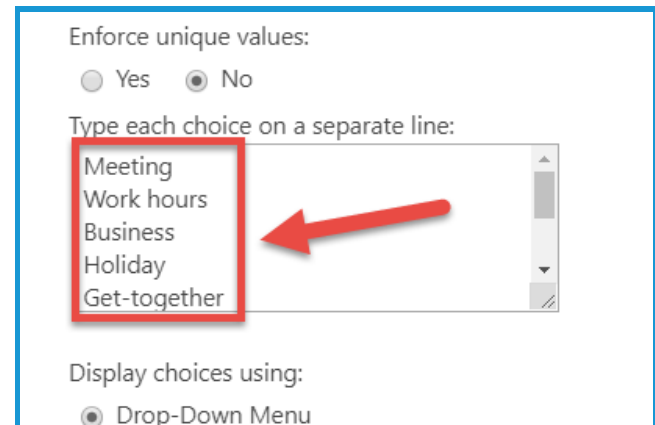


3. Click **Category** located in the **Columns** section on the **new** page.

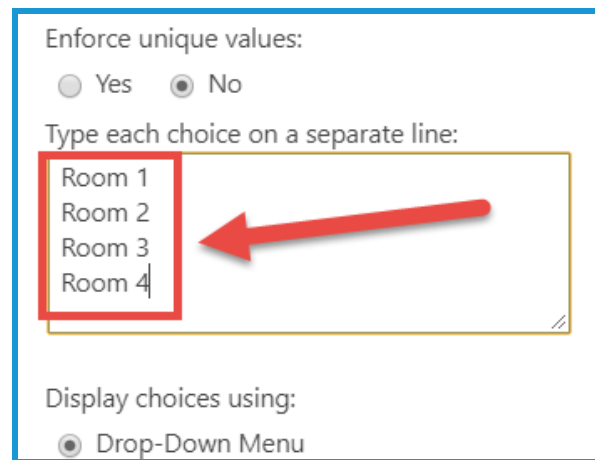


Section 2A: Color Coding - Creating Categories

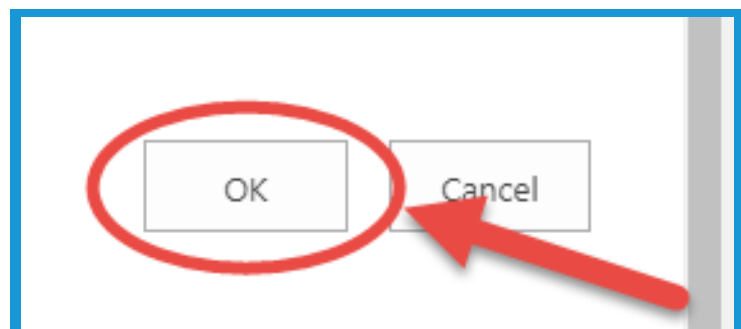
4. Locate the **choices list** on the new page under **Additional Column Settings**. **Delete the default choices** if needed.



5. **Type** in the choices you are wanting to utilize. **Only one per line**. Also, please note you **are limited to only 9 options**.

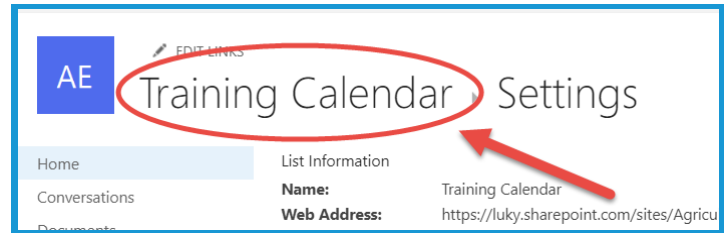


6. Click **OK** at the **bottom** of the screen.



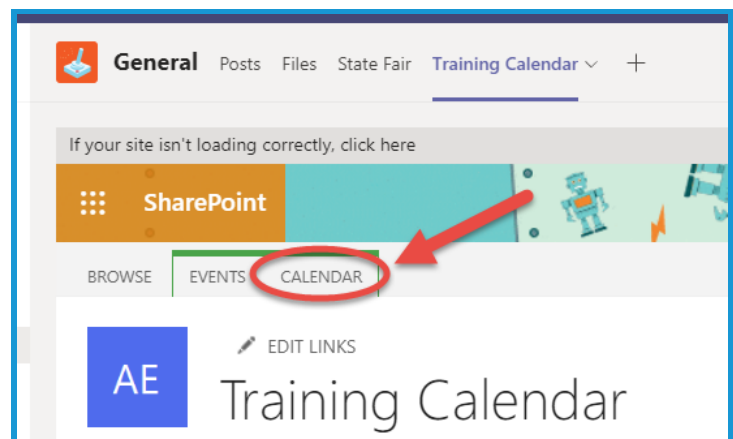
Section 2A: Color Coding - Creating Categories

7. Click the **calendar name** at the top of the screen.

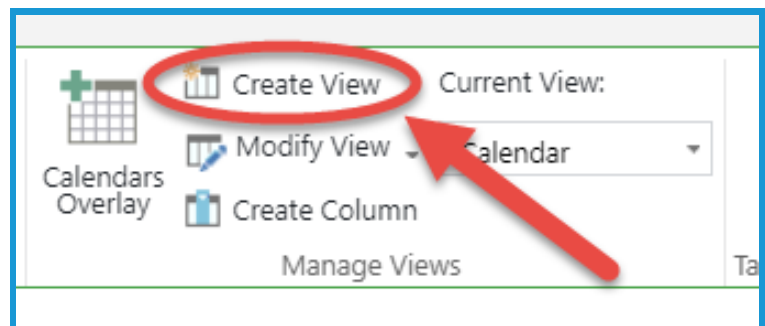


Section 2B: Color Coding - Creating Views

8. Click the **Calendar tab** at the **top** of your shared Teams calendar.

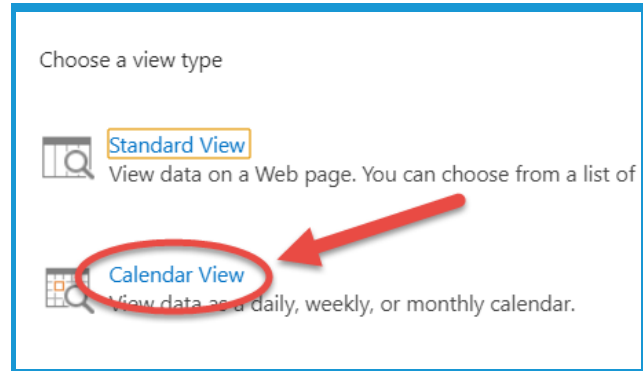


9. Click **Create View** under **Manage Views** in the **toolbar** at the top of the screen.

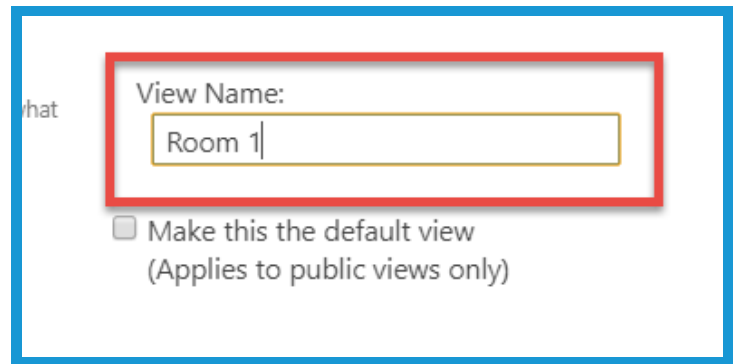


Section 2B: Color Coding - Creating Views

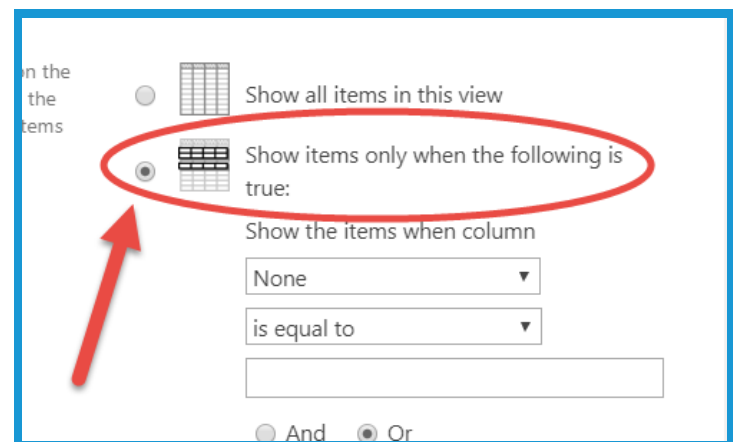
10. Click **Calendar View** under **Choose a view type**.



11. Under **View Name**, type in the **first choice** entered in **Step 5 (page 7)**. **Make sure the names match exactly.**

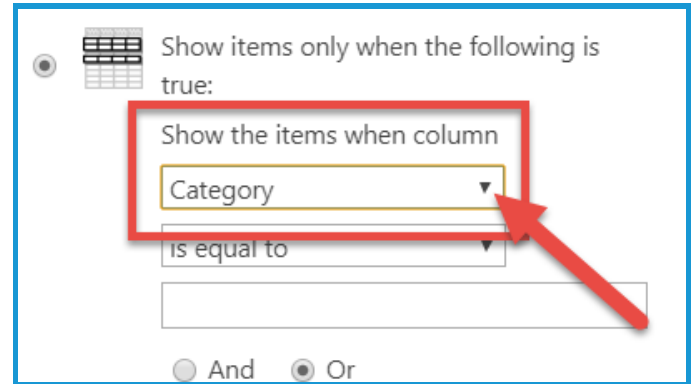


12. Click the **radio button** next to **Show items only when the following is true**. This is located under the **Filter** section.



Section 2B: Color Coding - Creating Views

13. Select **Category** in the **drop down menu** under **Show the items when column**.



Show items only when the following is true:

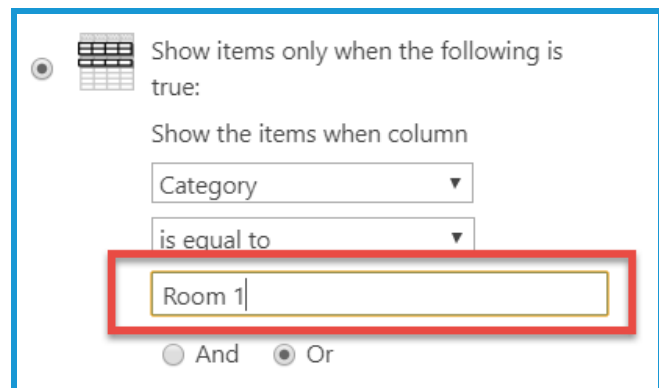
Show the items when column

Category

is equal to

And Or

14. In the **empty field**, type in the **first choice** entered in **Step 5 (page 7)**. **Make sure the names match exactly**.



Show items only when the following is true:

Show the items when column

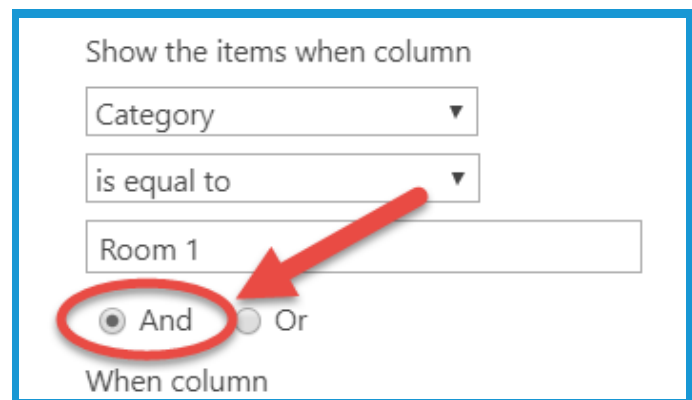
Category

is equal to

Room 1

And Or

15. Click the **radio button** next to **And**.



Show the items when column

Category

is equal to

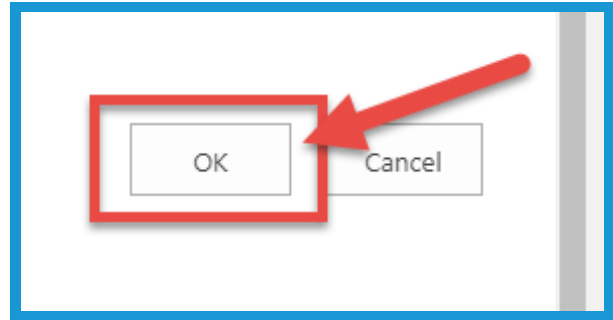
Room 1

And Or

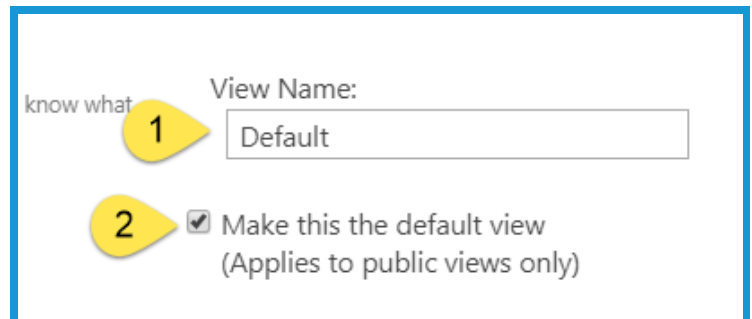
When column

Section 2B: Color Coding - Creating Views

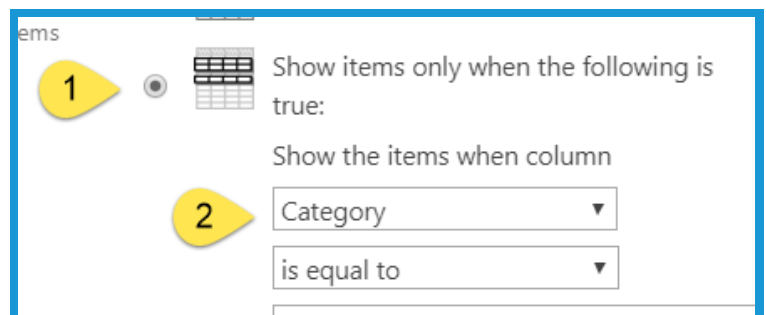
16. Click **OK** at the **bottom** of the screen. **Repeat Steps 8-16 for every single category.**



17. Repeat Steps 8-10 again. Under **View Name** type **Default**. Then, **check the box to the left of Make this the default view.**

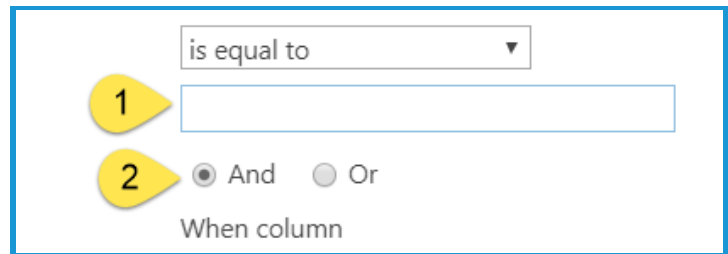


18. In the **Filter** section, click the **radio button** next to **Show items only when the following is true.** Also, select **Category** in the **drop down menu** under **Show the items when column.**

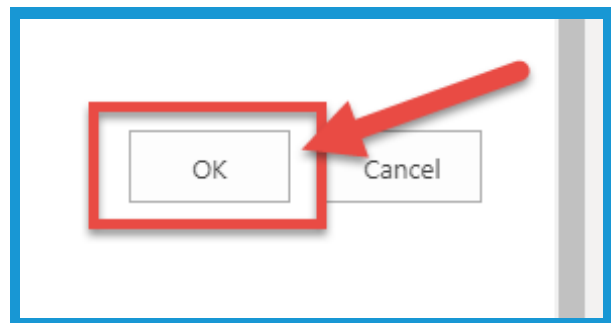


Section 2B: Color Coding - Creating Views

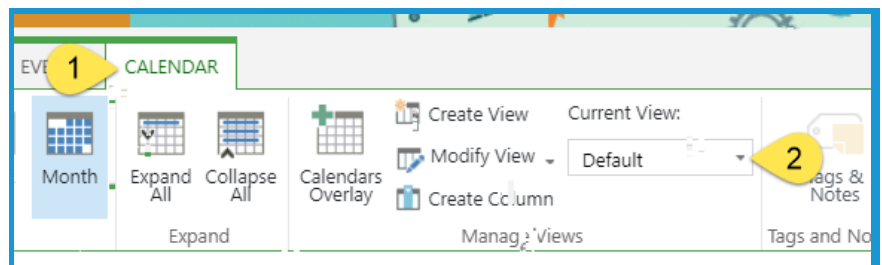
19. Leave the **empty field blank**. Then click the **radio button** to the left of **And**.



20. Click **OK** at the **bottom** of the screen.

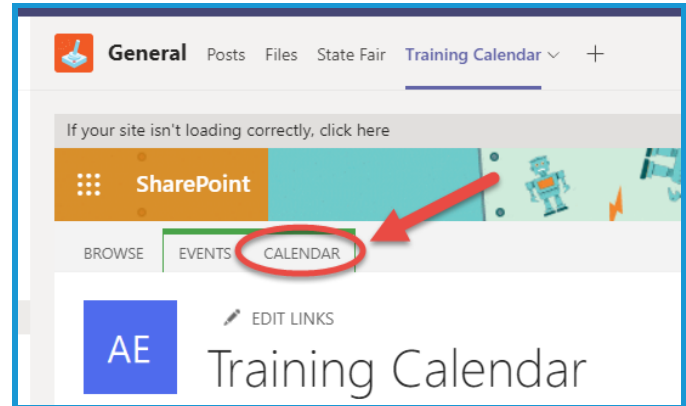


21. Before moving on to the next steps, click the **Calendar tab**. Then, in the **Manage Views section**, make sure the drop down menu under **Current View** is set to **Default**. **If this step is not done, then your color coding will not appear once set or will not function properly.**

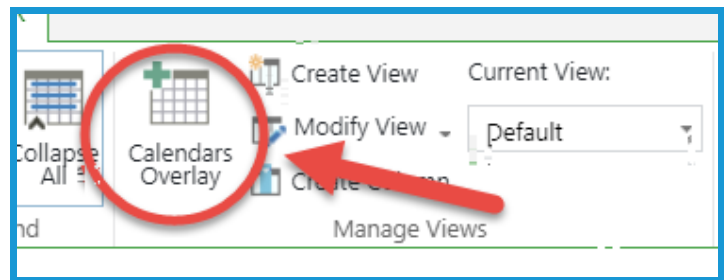


Section 2C: Color Coding - Calendar Overlays

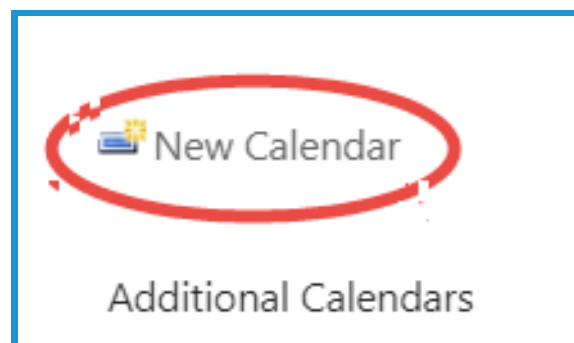
22. Click the **Calendar** tab at the **top** of your **shared Teams** calendar.



23. Click **Calendars Overlay** in the **new toolbar** at the **top** of the screen.

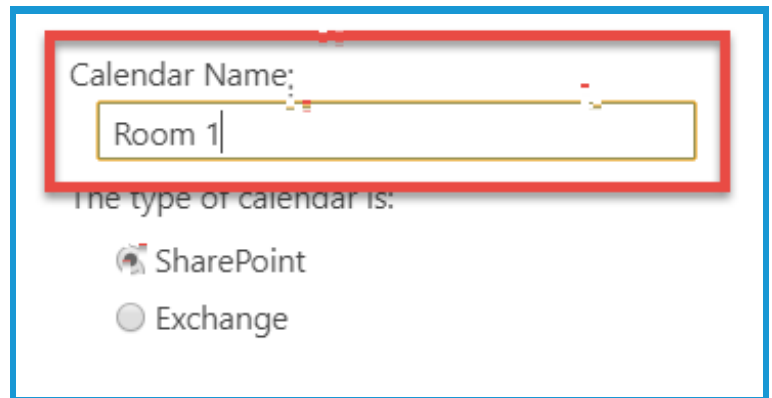


24. Click **New Calendar** at the top of the new screen.



Section 2C: Color Coding - Calendar Overlays

25. In the **empty field** under **Calendar name**, enter the first choice created in **Step 5**. **Please note that the text should match exactly.**

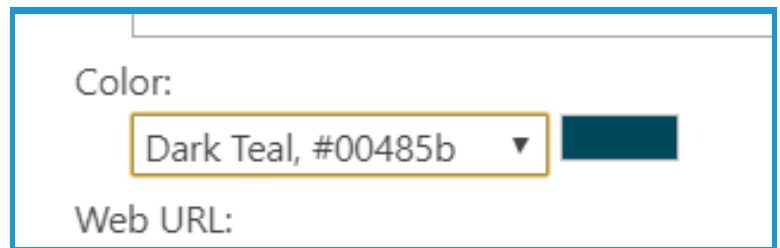


Calendar Name:
Room 1

The type of calendar is:

SharePoint
 Exchange

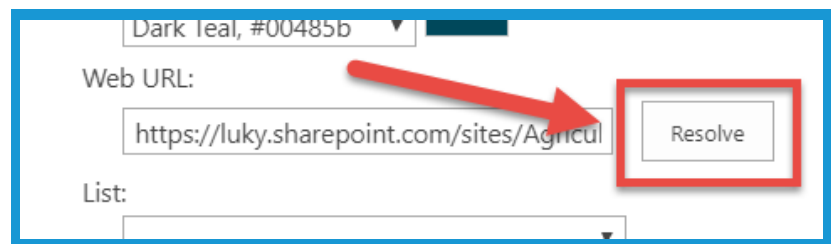
26. In the **drop down** menu under **Color**, select the color for the option. **Please note that you only have 10 colors to choose from. Do not select Blue. This is automatically signed to the default.**



Color:
Dark Teal, #00485b

Web URL:

27. Click the **Resolve** button to the **right** of the **Web URL** field.



Dark Teal, #00485b

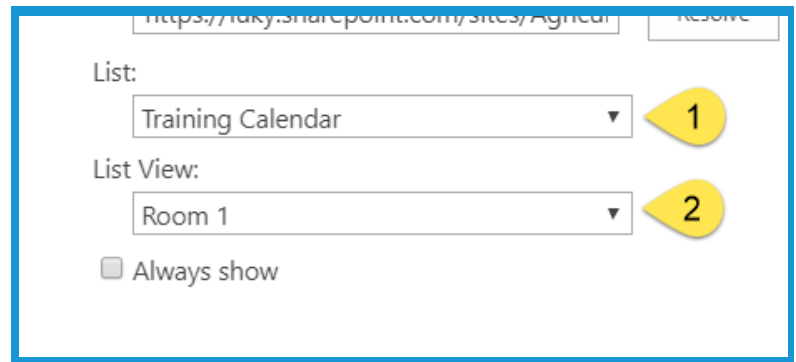
Web URL:
https://luky.sharepoint.com/sites/Agricul

List:

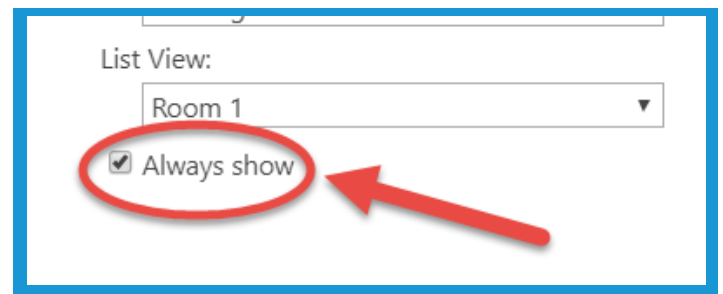
Resolve

Section 2C: Color Coding - Calendar Overlays

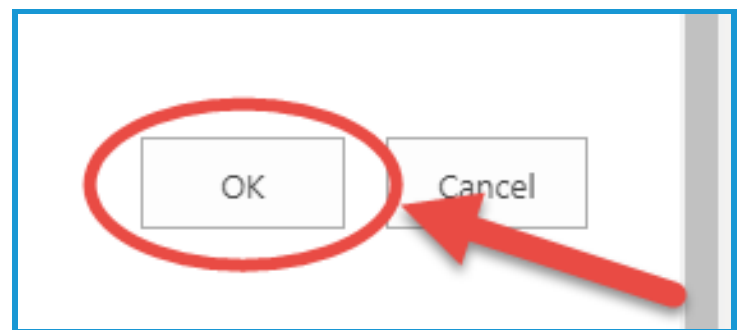
28. In the drop down menu **under List**, select the name of the **calendar**. Then in the drop down menu **under List View**, select the **category** you are **currently color coding**.



29. Click the **checkbox** next to **Always Show** under the List View drop down menu.

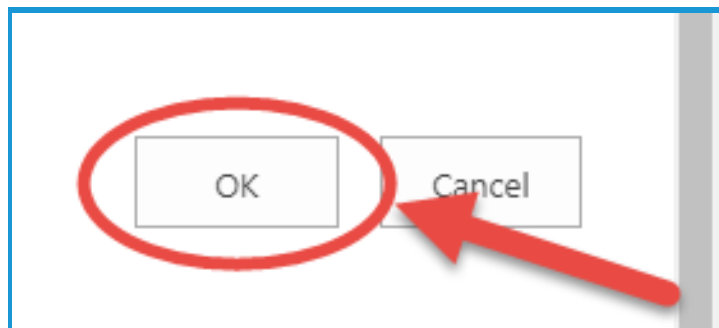


30. Click **OK** at the bottom of the screen. **Repeat steps 24-30 for each category you created except for the default view.**



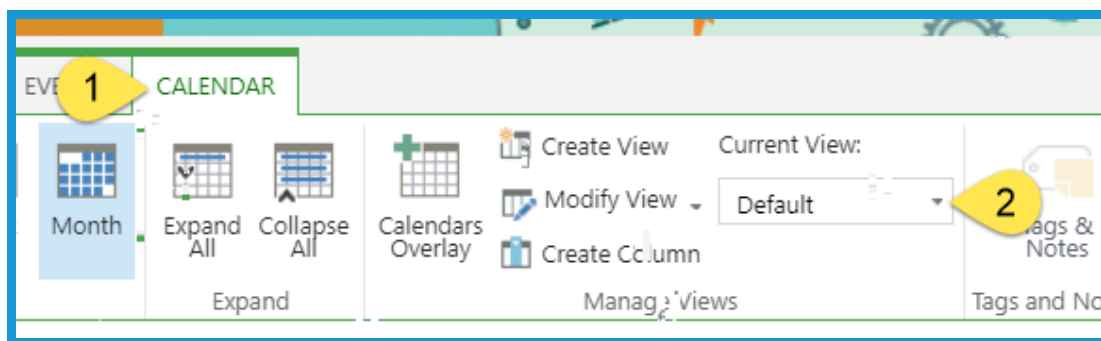
Section 2C: Color Coding - Calendar Overlays

30. Click **OK** on the **Calendar Overlay Settings** screen **after** all **categories** have been **color coded**.



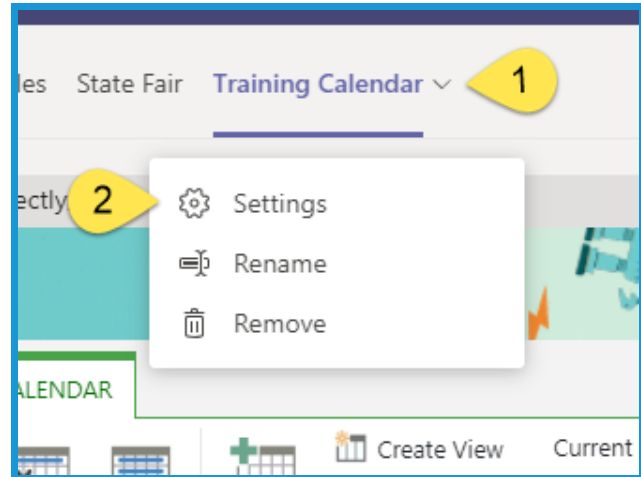
Section 2D: Color Coding - A Reminder

31. **An important note to remember.** If you complete all of these steps, and then decide you need to add another category. After repeating steps 1-20 of Section 2, make sure to click on the **Calendar Tab**. Then, in the **Manage Views section** of the toolbar, click the drop down menu under **Current View** and select **Default**. **If you do not, your previous color coding will not be available.**

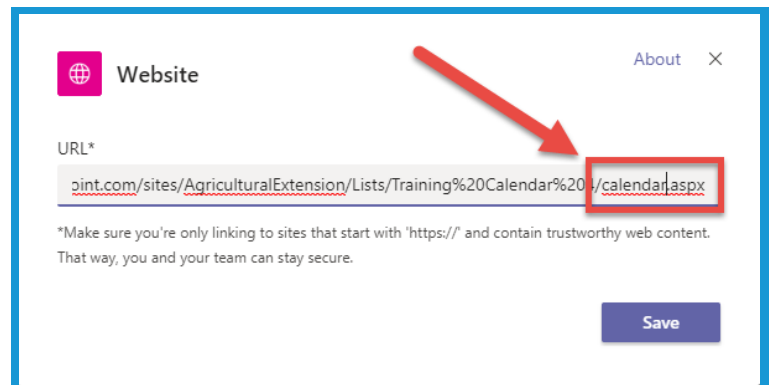


Section 2E: Color Coding - Locking the View

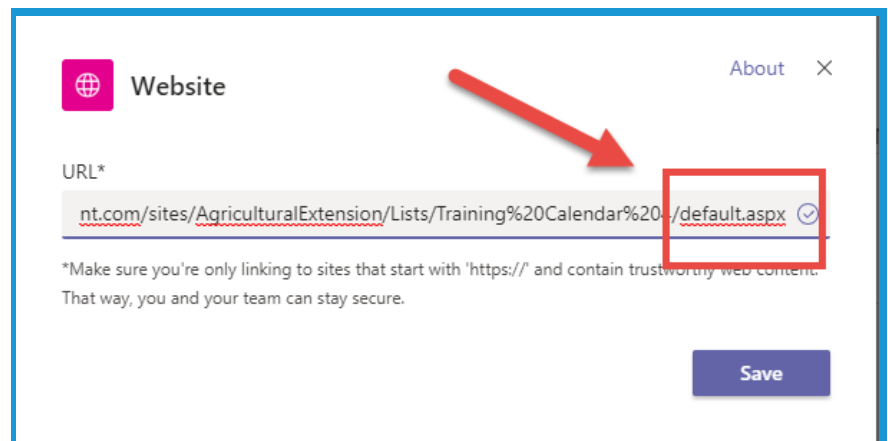
32. Click on the **arrow** to the **right** of the **calendar name** at the top of the channel page. Then **click** on **Settings**.



33. Go to the **end** to the web address in the URL field. **Delete** the word "**calendar**" that appears right before **".aspx"**.



34. Type "**default**" before the **".aspx"**, after deleting "**calendar**".



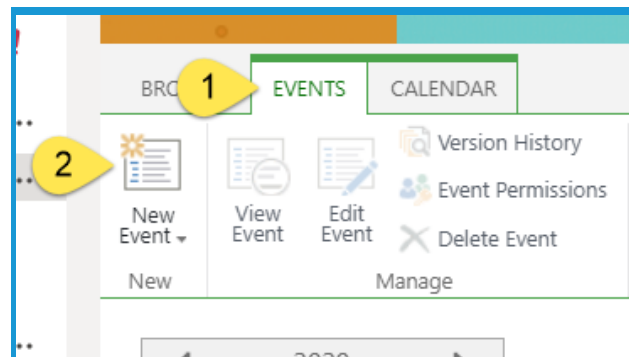
Section 2E: Color Coding - Locking the View

35. Click **Save** in the lower right corner.

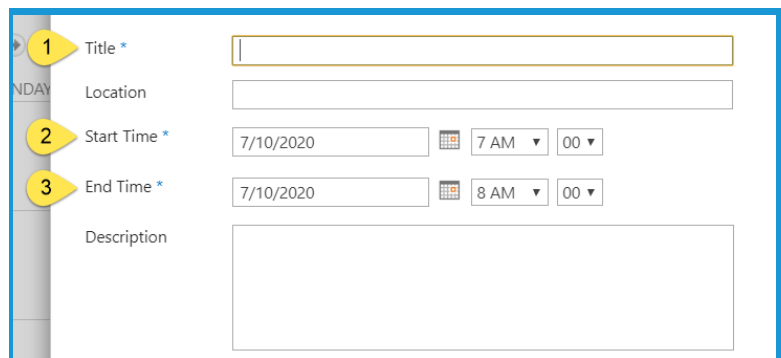


Section 2F: Color Coding - Using the Codes

36. On the **calendar screen**, click the **Events tab** at the top of the screen. Then click **New Event**.

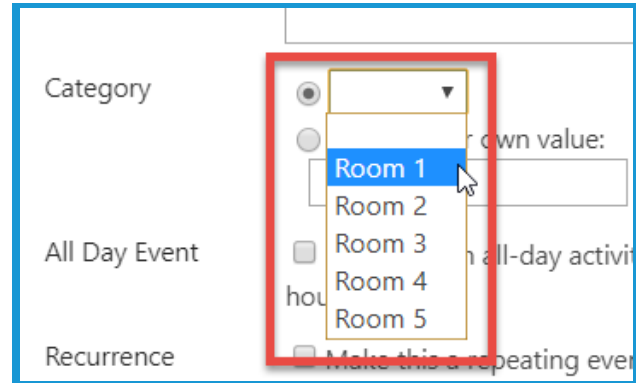


37. In the new window give your **calendar posting** a **title**, a **start time**, and an **end time**. The location and description fields are optional.

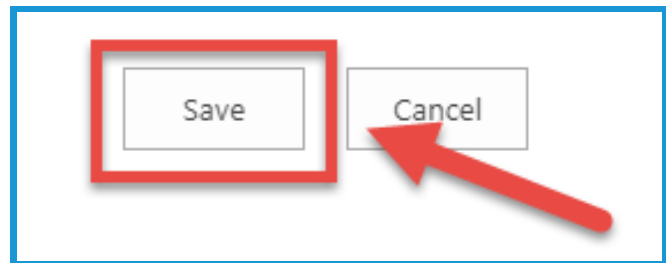
A screenshot of the "New Event" form in Microsoft Teams. The form has several fields: "Title *" (with a yellow callout "1"), "Location" (with "NDAY" above it), "Start Time *" (with a yellow callout "2"), "End Time *" (with a yellow callout "3"), and "Description". The "Start Time" field is set to "7/10/2020" and "7 AM", and the "End Time" field is set to "7/10/2020" and "8 AM".

Section 2F: Color Coding - Using the Codes

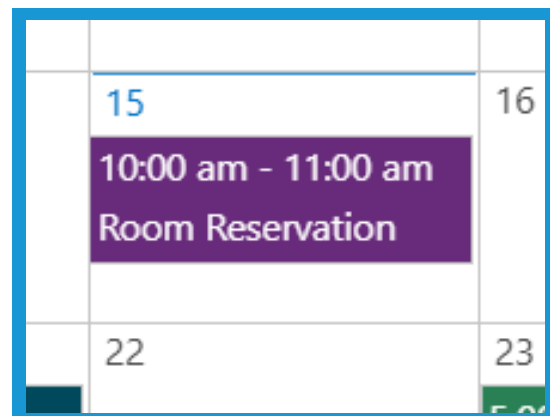
38. In the **Category** section, click on the drop down menu. Select one of the **categories** you have created.



39. Click the **Save** button in the lower right corner.



40. Your calendar will reflect the new event, with the appropriate color code.





University of Kentucky
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Microsoft Teams

Part 4: Teams Calendar

**Any questions or training request:
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