Create a Calendar

A calendar displays information about events, dates and schedules. If you are familiar with Outlook, you will notice many similarities with SharePoint calendars.

There are many ways to modify calendars for your specific needs. Because some methods need fairly extensive explanation, these methods are documented in separate help files:

* Versioning – enable/disable the ability to track changes
* Content Approval – enable/disable the requirement to approve an event before it is available
* Validation – add rules to test that properties contain reasonable values
* Rating – enable/disable the feature that lets users like or rate items
* Columns – add additional columns, modify existing columns or delete unneeded columns
* Views – create, modify or delete customized displays

Note: Calendars are displayed on a web page in the List View web part. See the help file for the List View web part for more information.

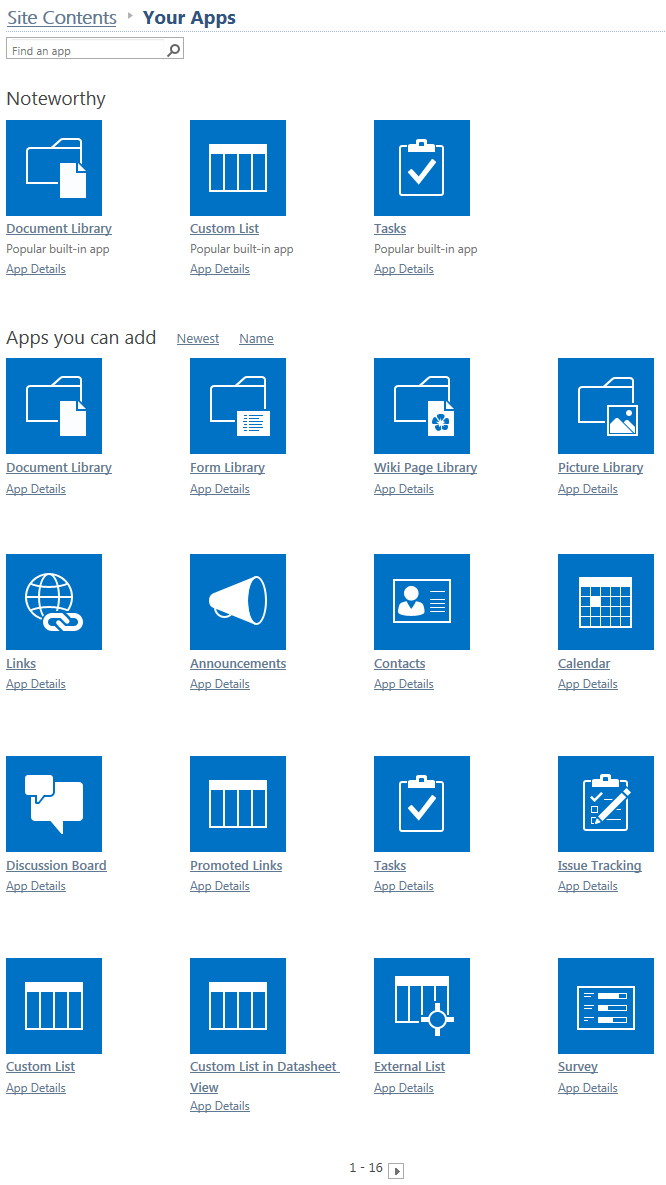
## Contents

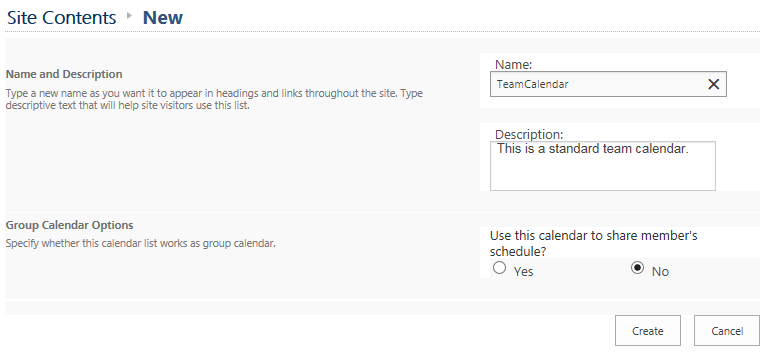
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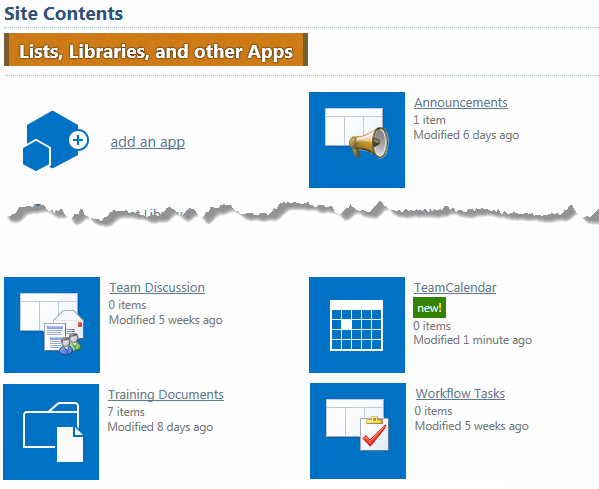
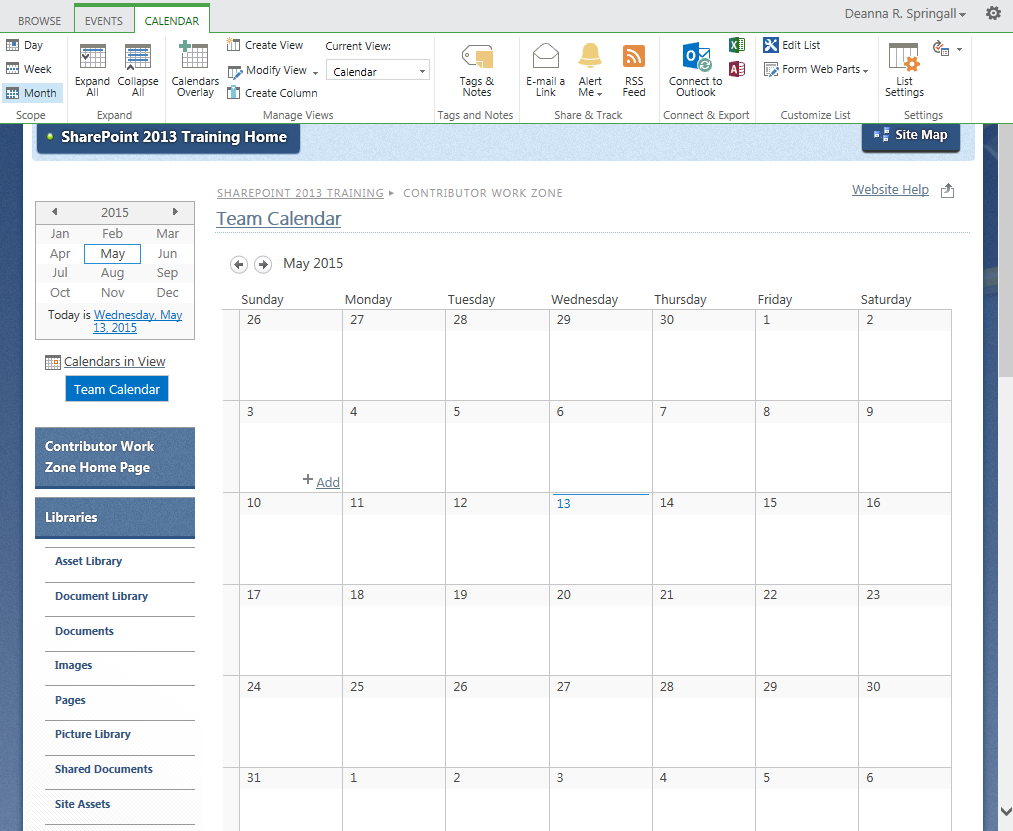
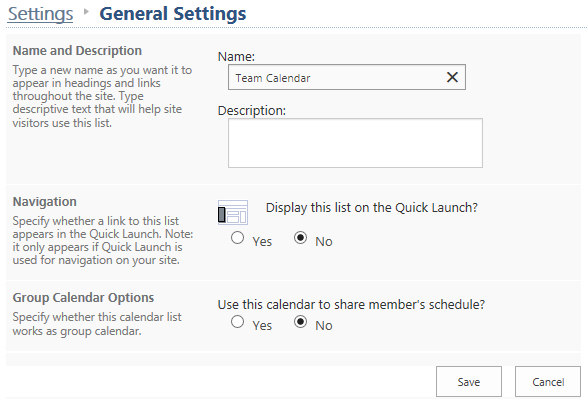
[Views](#_Toc419989923)

[Columns](#_Toc419989924)

## Create a Calendar

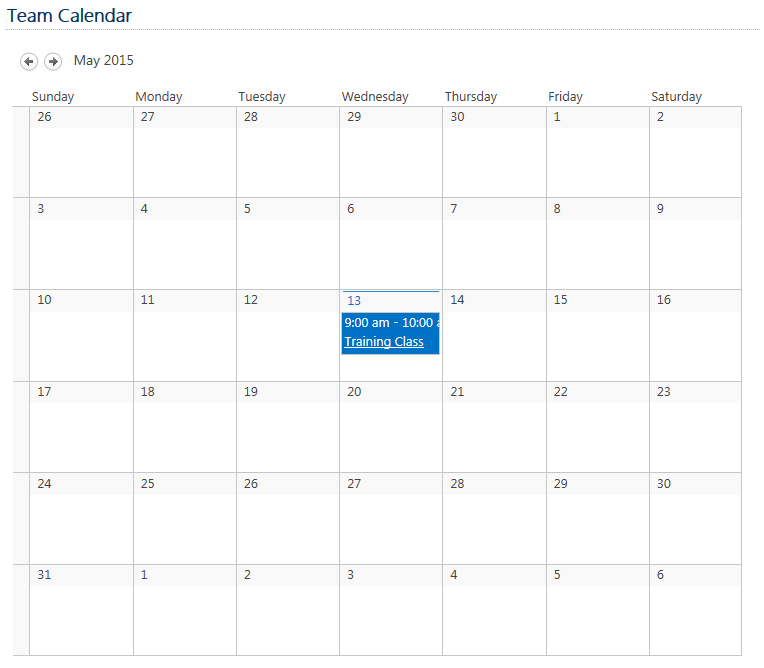
1. Navigate to the site.
2. Click the **Settings** gear, and click **Add an app**.
3. On the **Your apps** page, click the Calendar icon.   
   
4. In the **Site Contents** dialog, enter a name for the Calendar.   
   OR

In the **Site Contents** dialog, click **Advanced Options** and enter a name and description for the Calendar.   


1. Click **Create**. The **Site Contents** page now includes the Calendar with a green icon for **new!** To change the calendar name, click its icon.  
   
2. Click the **CALENDAR** tab and click **List Settings**.  
   
3. Under **General Settings**, click **List name, description and navigation**. Add a space to the name and click **Save** to store the modified name.   
   

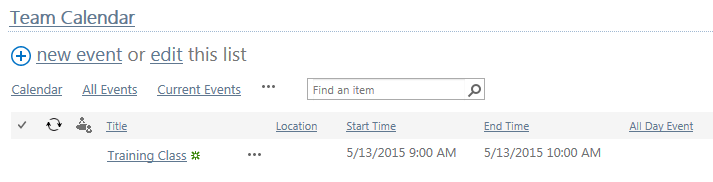
## Views

The default view for a Calendar is **Calendar**, as shown here.

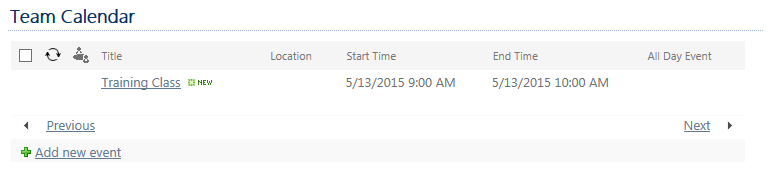


Two additional views – **All Events** and **Current Events** – are also created whenever a calendar is created.

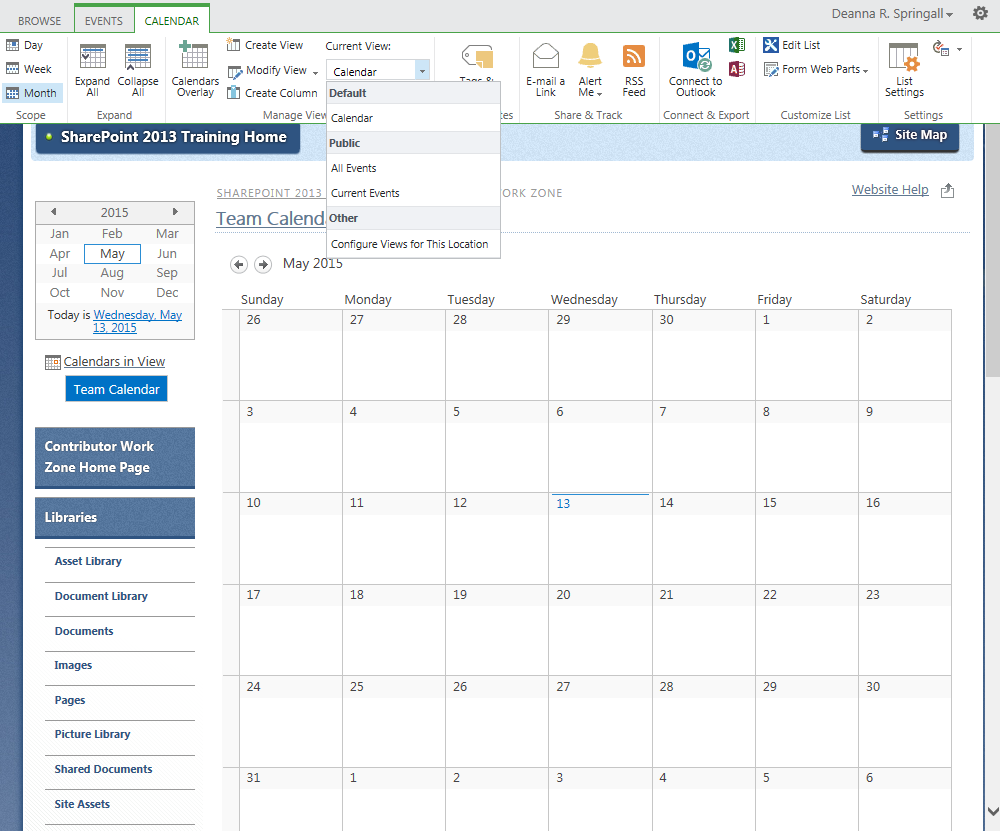
The **All Events** view is a standard list view.



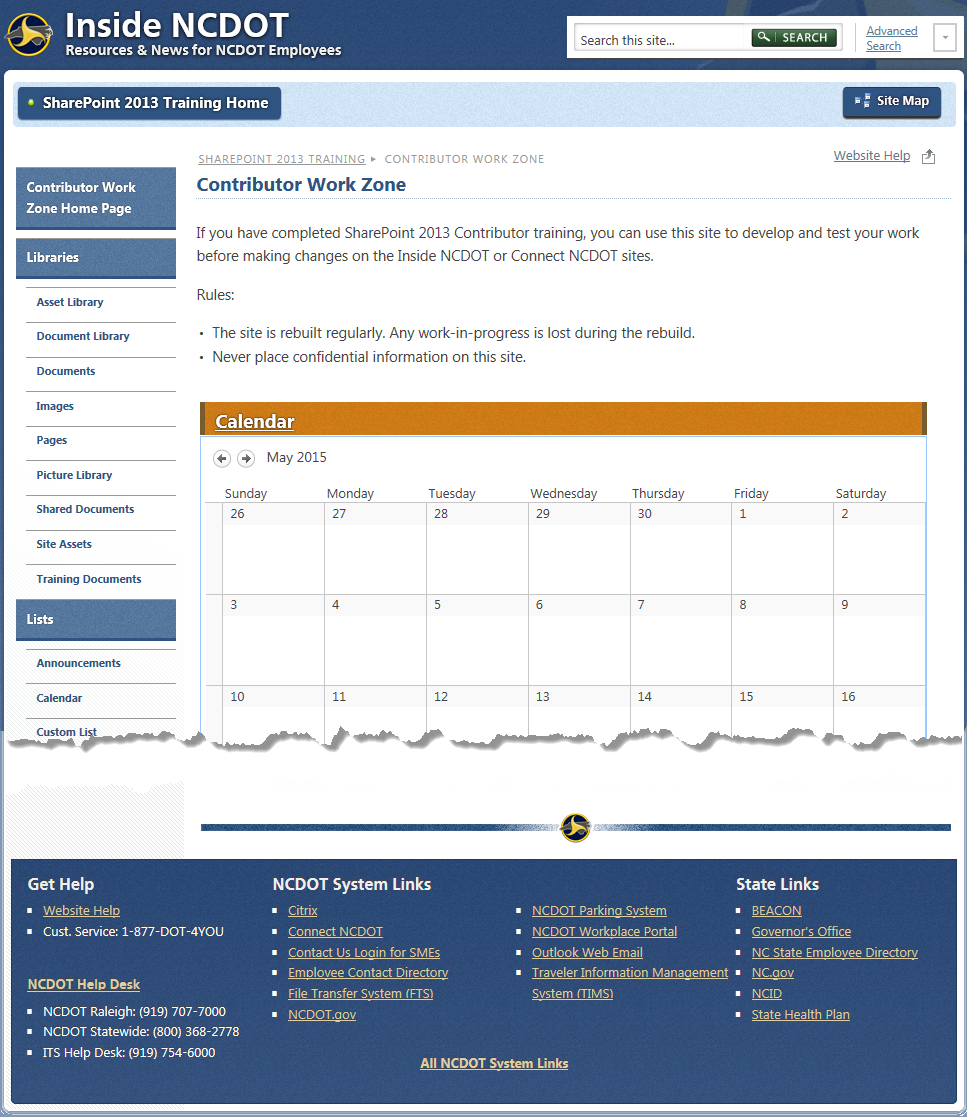
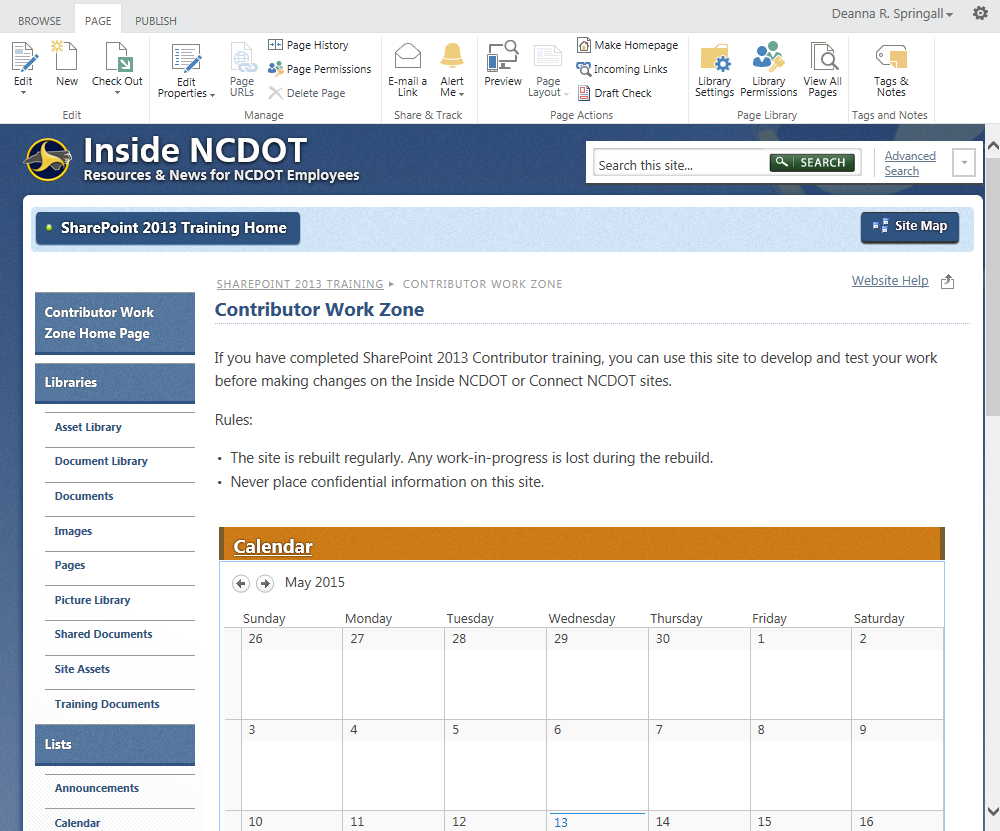
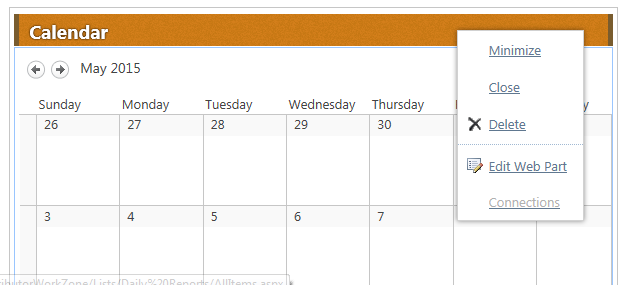
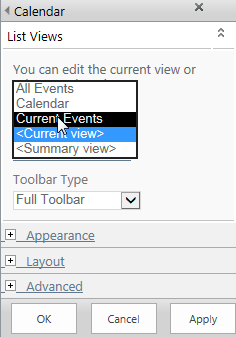
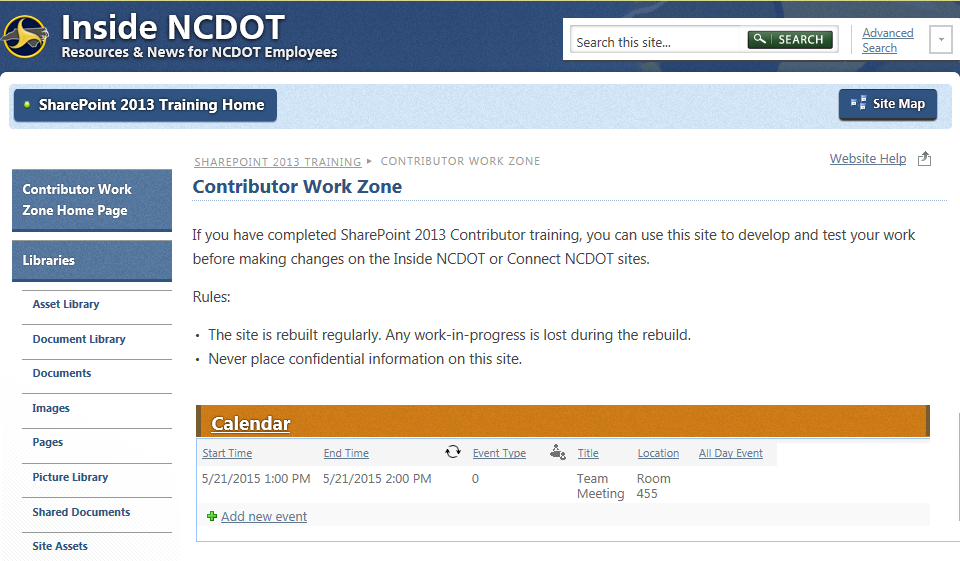
The **Current Events** view has fewer options to customize.



Because views are not listed at the top of the default Calendar view, changing to another view works a bit differently.

1. Navigate to the calendar.
2. On the ribbon, click the **CALENDAR** tab. In the **Manage Views** section, click the drop-down arrow below **Current View**. Click the view you want to use.  
   

If a calendar is displayed in a List View web part on a page, the **Calendar** view may take up too much space. Change to the Current Events view for a more compact display.

1. Navigate to the page that contains the calendar.  
   
2. On the ribbon, click the **PAGE** tab. In the **Edit** group, click **Edit**.  
   
3. Hover over or click the web part that contains the calendar. Click the down arrow in the upper right corner of the web part to display the web part menu. Click **Edit Web Part**.  
   
4. Change the **Selected View** to **Current Events** and click **OK** to save the change.  
   
5. Save the page. The Current Events view now appears.  
   

## Columns

These columns are automatically included in a new Calendar. The **Title** column can be renamed, but cannot be deleted.

