Create a New Event in a Calendar

Calendars are a popular and often-used feature of SharePoint. If you are familiar with Outlook calendars, you will find much the same here.

If you have connected SharePoint to Outlook and are a Contributor or Designer, you can add event(s) to the SharePoint calendar in Outlook. See the help file for Connect (Overlay) a SharePoint Calendar to Outlook.

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## Add an Event or a Recurring Event

1. Navigate to the calendar.
2. Hover over or click a day in the calendar, and click **+Add**.

3. Enter the title and the start and end times. Complete other properties as needed, and click **Save**.

4. For a recurring event, click **Make this a repeating event**.

5. Define the recurrence pattern as you would in Outlook, and click **Save**. The options will vary depending upon whether you are defining a daily, weekly, monthly or yearly recurring event.


## Add a Single Event

1. Navigate to the calendar.
2. On the ribbon, click the **CALENDAR** tab. In the **Manage Views** group, click the **Current View** drop-down. Under **Public**, click **All Events** to display the calendar in a list view.

3. Click **+ new event** to add a single event.

4. Enter the title and the start and end times. Complete other properties as needed, and click **Save**.



1. On the ribbon, click the **CALENDAR** tab to return to the calendar view. In the **Manage Views** group, click the **Current View** drop-down. Under **Default**, click **Calendar**.


## Add Multiple Events

Note: You cannot set recurring events using this method. Open the individual items after they are created to define their recurrence. If the calendar contains columns that are not displayed in the view, you cannot edit them unless you change the view.

1. Navigate to the calendar.
2. On the ribbon, click the **CALENDAR** tab. In the **Manage Views** group, click the **Current View** drop-down. Under **Public**, click **All Events** to display the calendar in a list view for easier editing.

3. Click **edit this list** to open a spreadsheet view that lets you enter multiple events.

4. Enter the title and the start and end times for the first event. Complete other properties as needed. Repeat this step for as many events as you need to enter. If you do not enter a start and end time, it defaults to the current time.
5. When your work is complete, click **Stop editing this list**.

6. On the ribbon, click the **CALENDAR** tab to return to the calendar view. In the **Manage Views** group, click the **Current View** drop-down. Under **Default**, click **Calendar**.
