

Task: Create an Event

Purpose: SharePoint can create an online home for meetings, allowing attendees to be invited, agendas to be set, and tasks to be assigned.

Before all of this can happen, a new event must be created in the SharePoint calendar.

This task will cover the creation of a one-time event; see the task “Create a Recurring Event” to make events that occur with regularity. Note, these events will be added to the SharePoint calendar, not the user’s Outlook calendar.

Example: A client is planning to visit the Action Marketing Group offices, and the event needs to be posted on the team’s calendar.

Steps:

1. Start Internet Explorer and type the URL for your organization’s SharePoint server. The Start page will open.
2. Navigate to the site where you want to add the event. The site’s home page will open.
3. In the Quick Launch for your site, click the appropriate **Calendar** link. The Calendar page will open. If the calendar you want to work with doesn’t appear on the Quick Launch, you can click the **Settings** menu gear icon and the **Site Contents** link and select the Calendar from the list that appears.

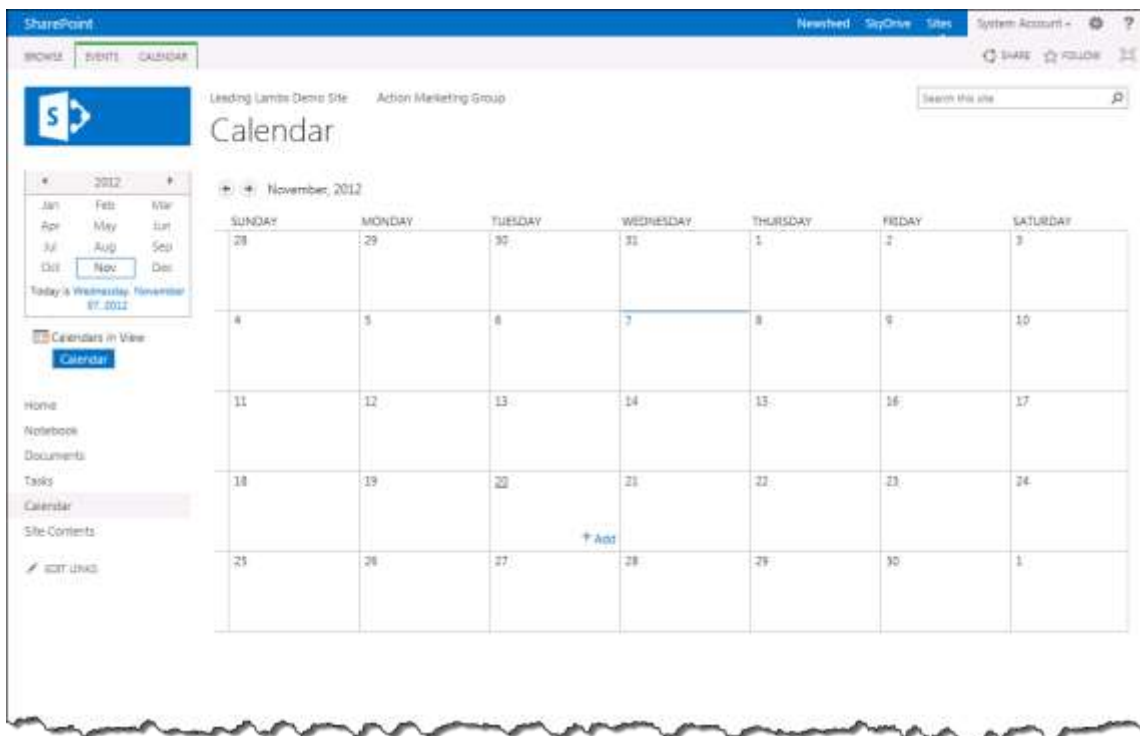


Figure 1: The Calendar Page

4. Hover over the date on which you want add the event and click the **+Add** link when it appears. The Calendar - New Item dialog box will open.

Figure 2: Calendar - New Item Dialog Box

5. In the Title field, enter the name of the event. This description is the one typically used when looking at a summary of events, or at the events in the calendar view.
6. In the Location field, enter a place for the event. This could be the room number for a meeting, or the city, state, and country for larger events.
7. Specify the Start and End Times. It is possible to customize the list such that events don't have times associated with them. If you want to create events without times, click the **Make this an all-day activity** checkbox.
8. In the Description field, enter a description of the event.
9. Select a classification for the event in the **Category** drop-down list, or select the **Specify Your Own Value** option and enter your own.
10. Click **Save**. The Calendar - New Item dialog box will close and the event will appear in the Calendar on the Calendar page.

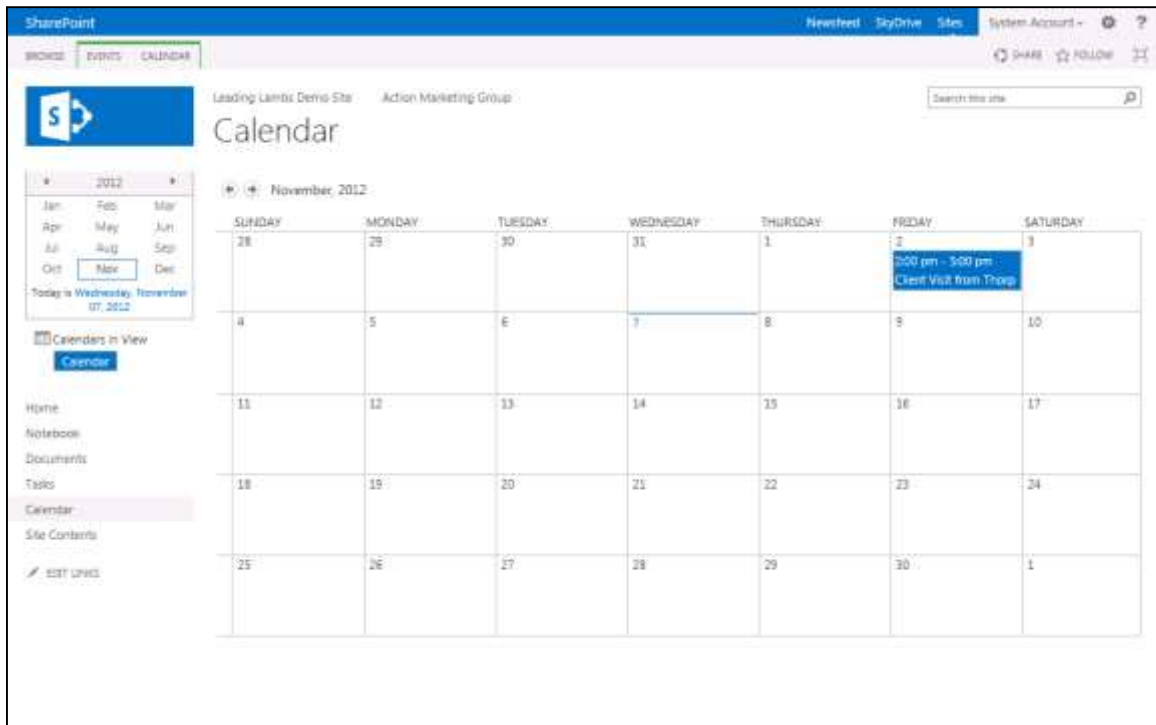


Figure 3: The New Event on the Calendar Page

Exception: If you can't add an event to a calendar, you do not have specific permissions to change content within this calendar. Check the permissions settings to ensure you have the appropriate access rights.