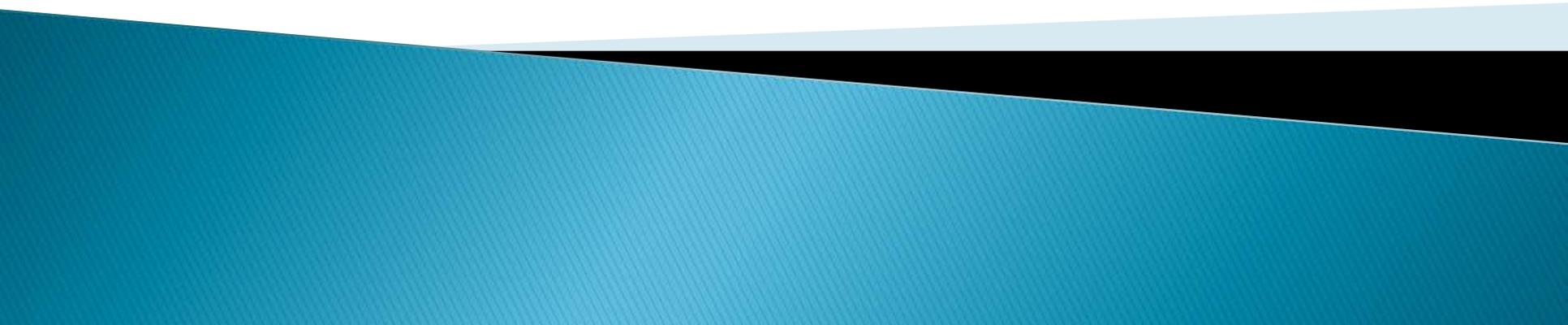


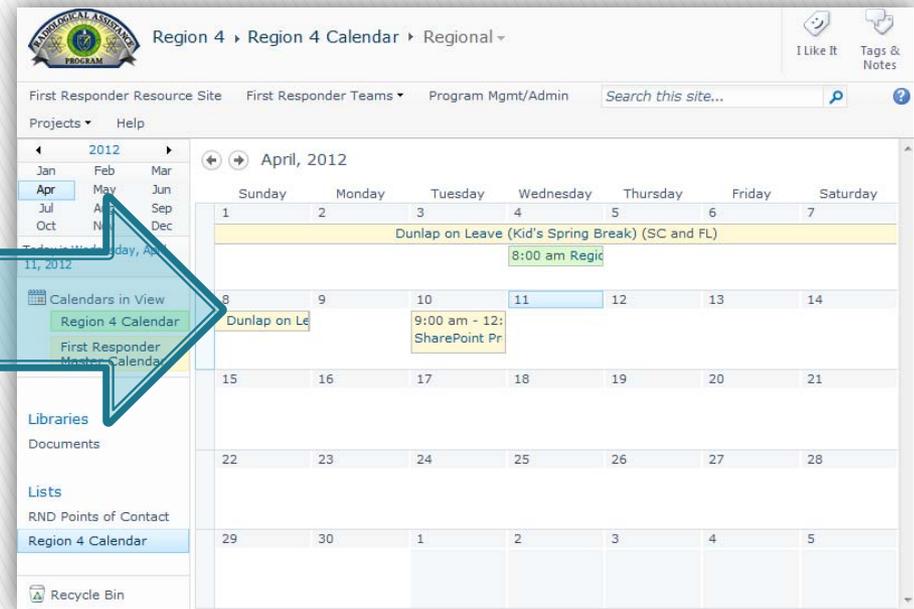
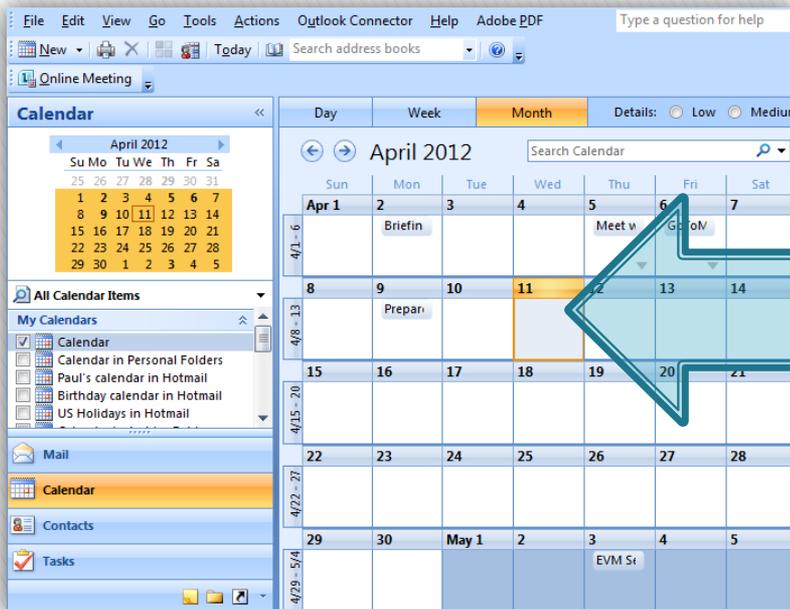
Linking a Calendar or List to Your Outlook

SharePoint 2010

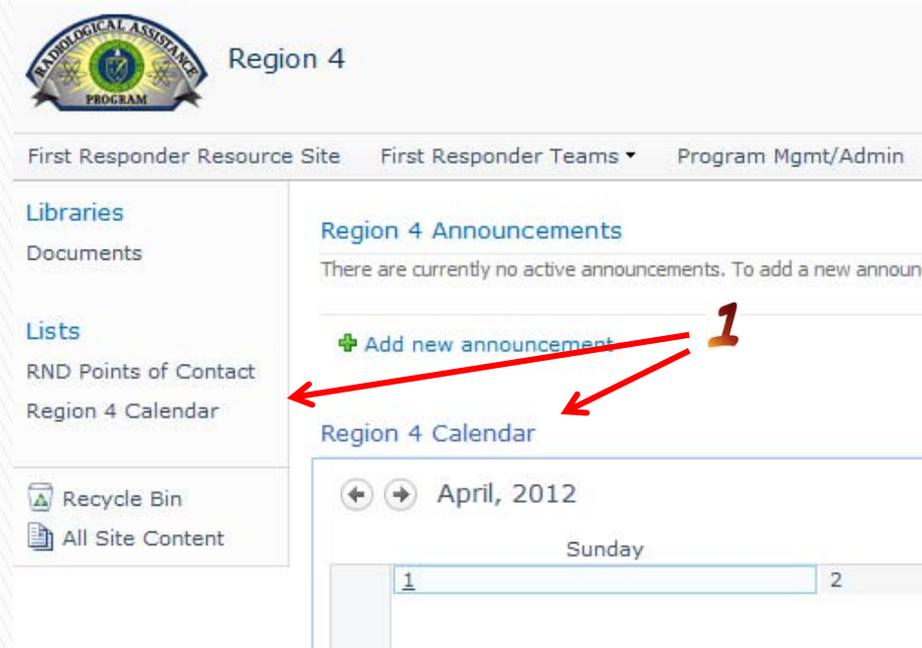


Introduction

- ▶ SharePoint calendars or lists can be linked to your personal MS Outlook accounts
 - View SharePoint events without opening SharePoint
 - Drag and drop events from your personal calendar to the SharePoint calendar
- ▶ You will be asked for your SharePoint login credential every time you open Outlook



Connecting to Outlook



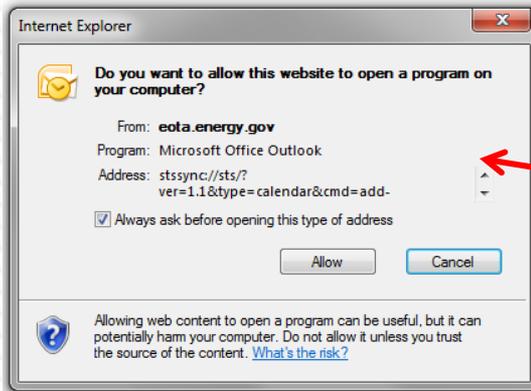
1. Open the calendar or list you want to connect. You can either click on the title of the calendar or the link

Connecting to Outlook

The screenshot displays a SharePoint calendar interface. At the top, a dark blue navigation bar contains 'Site Actions' and 'Calendar Tools'. Under 'Calendar Tools', the 'Calendar' option is highlighted with a red arrow labeled '1'. Below this, the breadcrumb path reads 'Region 4 > Region 4 Calendar > Regional'. A secondary navigation bar includes 'First Responder Resource Site', 'First Responder Teams', and 'Program Mgmt/Admin'. The main ribbon area is divided into sections: 'Scope' (Day, Week, Month), 'Expand' (Expand All, Collapse All), 'Manage Views' (Create View, Modify View, Create Column), 'Share & Track' (E-mail a Link, Alert Me, RSS Feed), and 'Connect to Outlook'. A red arrow labeled '2' points to the 'Connect to Outlook' icon in the 'Share & Track' section.

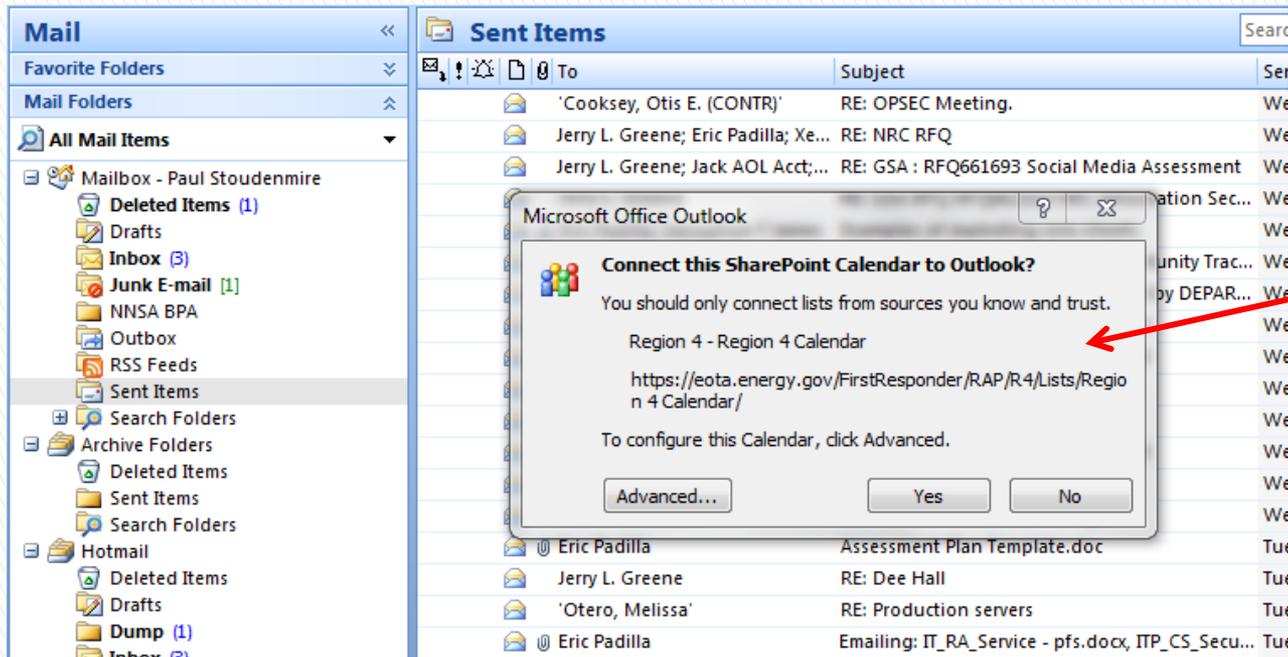
1. Select Calendar from the Calendar Tool menu
2. Select “Connect to Outlook” from the ribbon menu

Connecting to Outlook



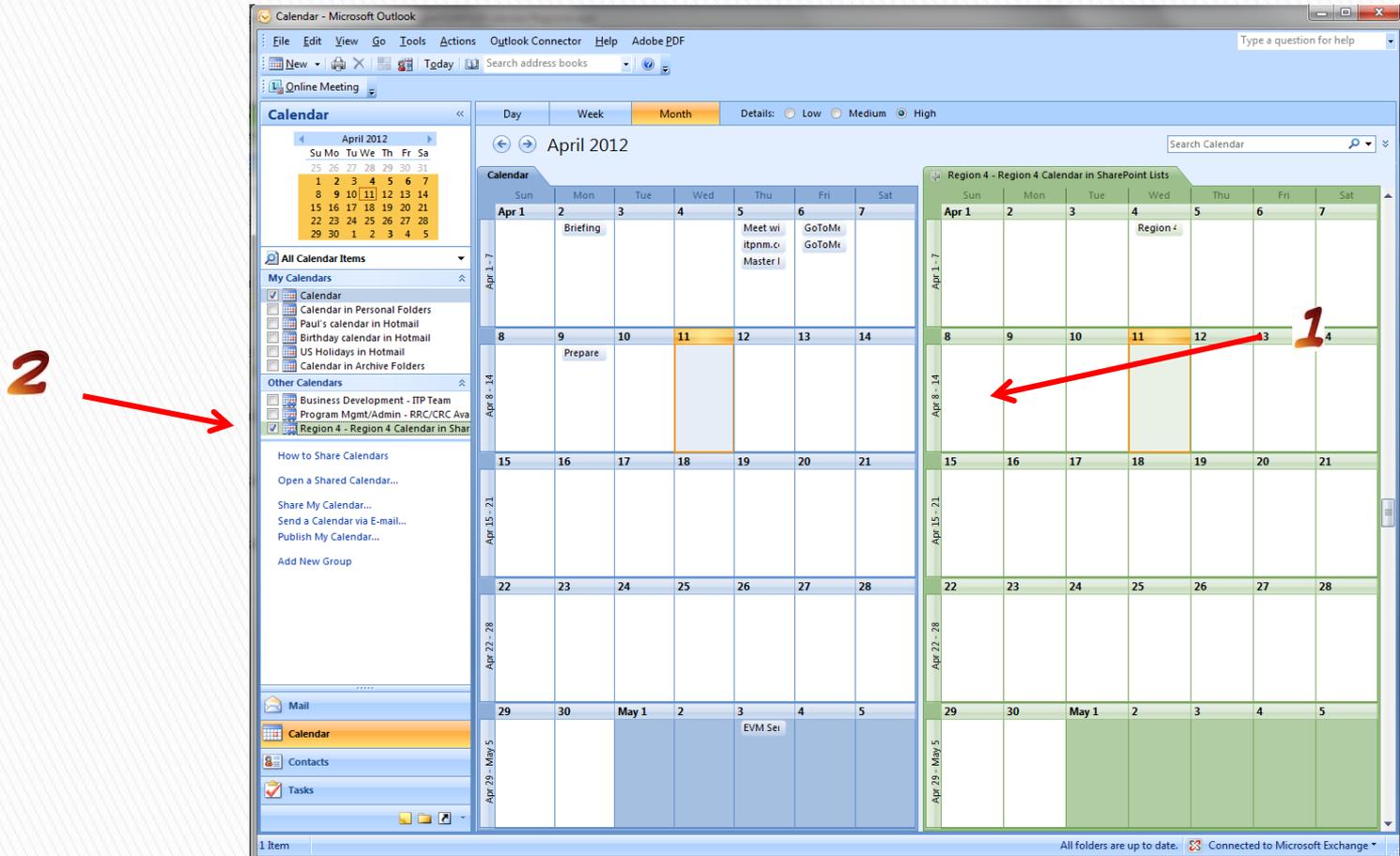
1. Allow eota.energy.gov to open Outlook
2. Allow Outlook to open SharePoint calendar

Connecting to Outlook



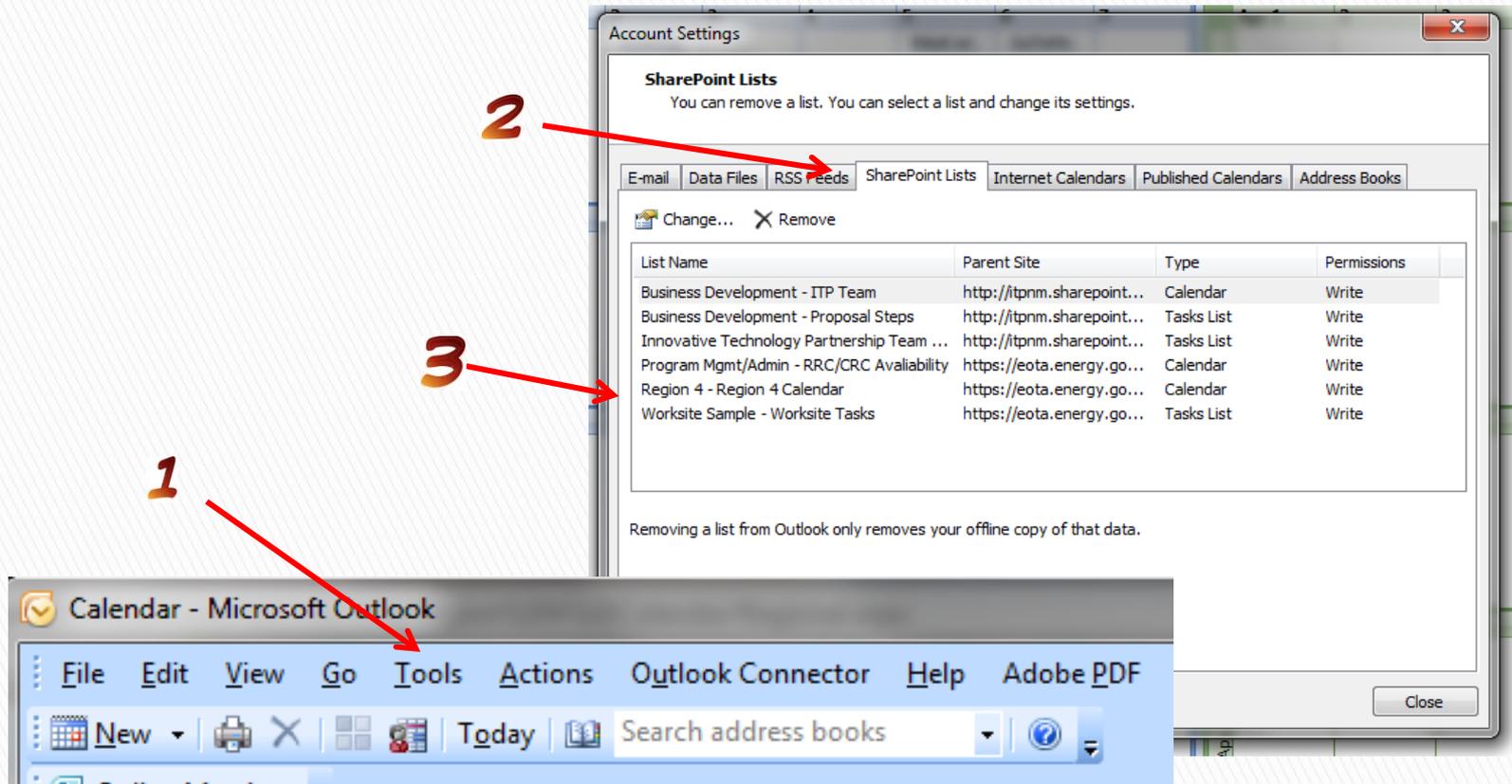
1. Outlook will open on your computer and you will need to verify the connection

Connecting to Outlook



1. The SharePoint calendar will open as another calendar side-by-side with your personal calendar
2. The calendar can be dismissed from view by un-checking the box beside the calendar name

Removing the Connection to Outlook



1. Open Tools and select "Account Settings"
2. On the settings tab, select "SharePoint Lists"
3. Select the list you want to remove and the click "Remove"