



## Accessing Region Calendar on SharePoint

A SharePoint Calendar is actually a List that looks like a Calendar, rather than a Calendar with iCal standard fields. The plus side of this is we can add far more information to a SharePoint Calendar such as E1s as attachments and map information. On the downside, it will not natively open in a basic Calendar application (e.g. Apple Calendar) as found on iPhones etc.

Being a Microsoft product, it does connect with Outlook (installed on PC and Mac) perfectly.

The Table below will allow you to quickly see how to connect to the Region Calendar on SharePoint.

**Assumption:** You are already logged into Office 365 with your @nsw.scouts.com.au email address of you have the details at hand including your password.

Open SharePoint Calendar in...	Status	Page
<a href="#">Web Browser</a>	Supported for all major browsers such as MS Edge, Google Chrome and Apple Safari	2
<a href="#">Outlook for Mobile</a>	Not Supported. See iPhone or Android below	
<a href="#">iPhone</a>	Via SharePoint App on iPhone	2
<a href="#">Android</a>	Via SharePoint App on phone	2
<a href="#">Outlook Online</a>	Not Supported	
<a href="#">Outlook (PC and Mac)</a>	Supported	3

Table 1 - SharePoint Calendar access by device or mode

## Open SharePoint Calendar in Browser

As SharePoint is designed to be primarily used in a web browser, the calendar is readily available via a web browser. Open the link:

<https://nswscouts.sharepoint.com/sites/SP-Hume/Lists/Hume%20Events/calendar.aspx>

Enter your Office 365 ID ([firstname].[lastname]@nsw.scouts.com.au) and password if prompted.

## Open SharePoint Calendar in Outlook for Mobile

This mode of operation is not supported. Instead, use the SharePoint App for your type of phone in Open SharePoint Calendar on Apple Phone or Open SharePoint Calendar on Android Phone/Device below.

### Open SharePoint Calendar on Apple Phone/iPad

Add the [SharePoint App](#) from the *Apple Store* on the Apple Device (free) and access from there.

On opening the app, you will be shown the same SharePoint Sites that you have access to via a web Browser.

### Open SharePoint Calendar on Android Phone/Device

Add the [SharePoint App](#) from *Playstore* on the *Android device* (free) and access from there.

On opening the app, you will be shown the same SharePoint Sites that you have access to via a web Browser.

## Connect SharePoint Calendar to Outlook Online

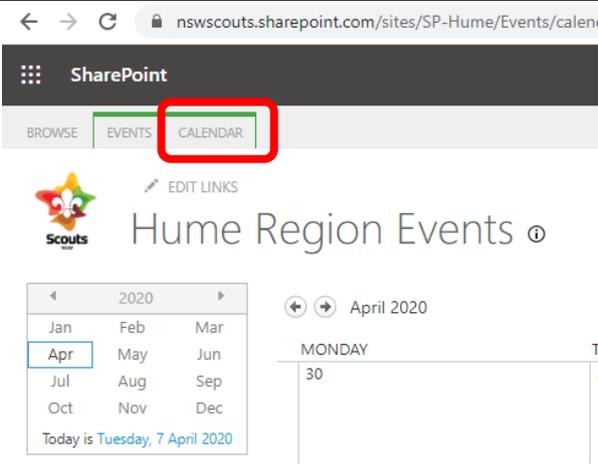
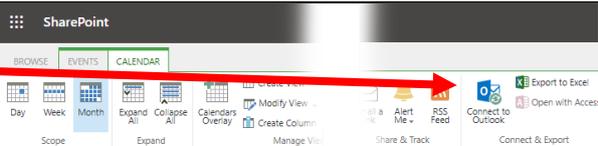
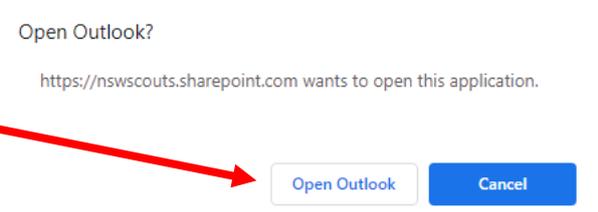
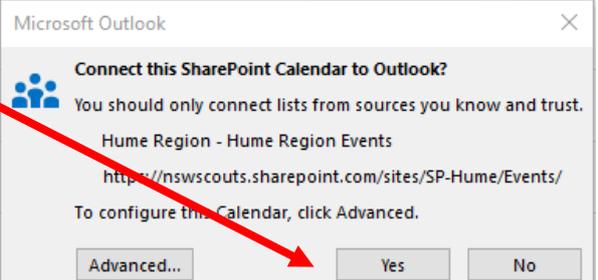
This mode is not supported.

Instead, open:

<https://nswscouts.sharepoint.com/sites/SP-Hume/Lists/Hume%20Events/calendar.aspx>

in alternate tab in the web browser.

## Connect SharePoint Calendar to Outlook Desktop

<p>Open the calendar using the Link:  <a href="https://nswscouts.sharepoint.com/sites/SP-Hume/Lists/Hume%20Events/calendar.aspx">https://nswscouts.sharepoint.com/sites/SP-Hume/Lists/Hume%20Events/calendar.aspx</a>          entering the user ID and password if prompted to</p>	
<p>Click on the Calendar Tab in the upper left corner</p>	
<p>In the Calendar Tab, click on "Connect to Outlook"</p>	
<p>Popup – when prompted, click on "Open Outlook"</p>	
<p>Click on "Yes" to complete the connection</p>	
<p>The Region Events Calendar will be shown in your list of Calendars in Outlook</p>	