



# **Virto Calendar Online App for Office 365 and SharePoint**

**User and Installation Guide**

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# Virto Calendar App for SharePoint

## Overview

Virto Calendar is designed to overlay Exchange Online calendars with other Office 365 calendars as a single SharePoint calendar. You can combine events from both Outlook shared and private calendars. You can also display external iCal data sources. Our product enables you to view SharePoint events in Day, Week, Month, Year, and Task days/hours views. In a few clicks, set up displaying Outlook calendars, including Meeting rooms, in SharePoint to create a single calendar view. Designate a specific color for each calendar and event category to get a well-structured and clear SharePoint calendars overlay. Use Mini Calendar to add a compact view of all the calendar events.

## System/Developer Requirements

### Operating System

SharePoint Online / Office 365

### Browser

Microsoft Internet Explorer 11 or higher, Google Chrome, Mozilla Firefox.

## Installation

This section describes how to install, upgrade, uninstall, or contact Support for Virto Calendar App.

## License Activation

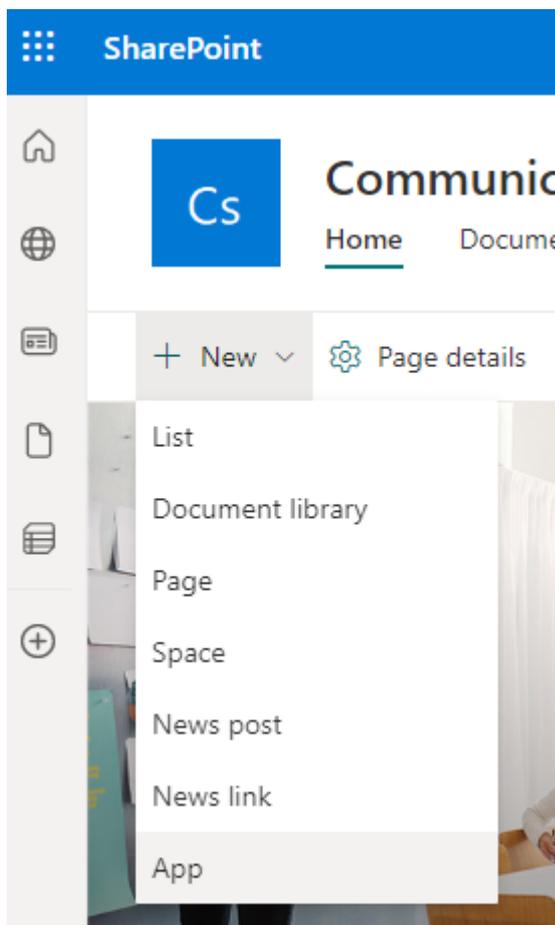
The license activation instruction is in our blog in the "[Virto Web License Manager](#)" article.

**Note:** when you install Virto Calendar App from the Office Store, 30-days free trial period is activated. If the trial period is over and you have not made a purchase yet, you can continue using Virto Calendar app for free **with full functionality for up to 5 users**.

## Installing Virto Calendar App

### Step 1

Open the SharePoint site page where you want to add the App. Switch to Edit mode and click "+" to add the App to a SharePoint site or use Add app in the general menu.



### Step 2

Search for Virto Calendar App in the SharePoint Store. Switch to the classic SharePoint view and click "Add it."

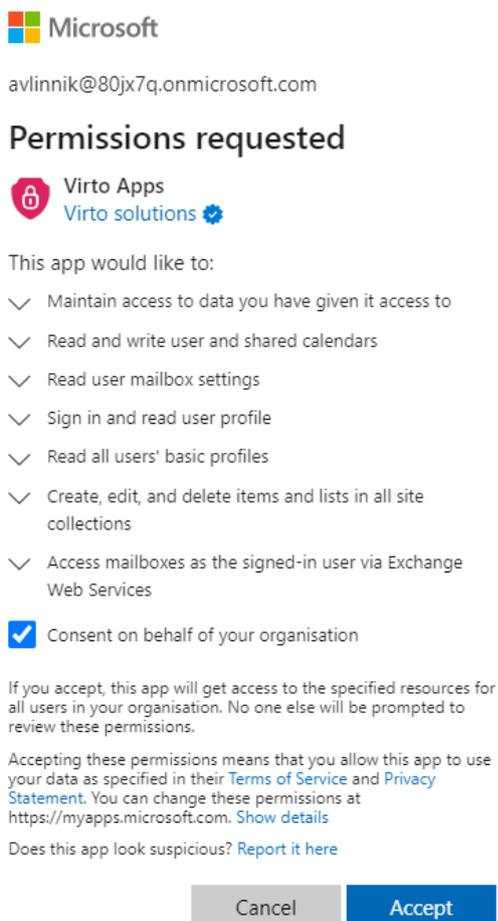
### Step 3

Add installed Virto Calendar as a web part to the SharePoint site page.

***Starting from here, you will see two authorization requests.***

### Step 4

After you've added the installed App, you will see the first **Authorization message**. If you have tenant administration rights, click "**Accept**." If not — please refer to your tenant administrator to do this.



The screenshot shows a Microsoft authorization dialog. At the top is the Microsoft logo and the email address avlinnik@80jx7q.onmicrosoft.com. The main heading is "Permissions requested". Below this is the application icon for "Virto Apps" with the tagline "Virto solutions". A list of permissions is shown, each with a downward arrow icon: "Maintain access to data you have given it access to", "Read and write user and shared calendars", "Read user mailbox settings", "Sign in and read user profile", "Read all users' basic profiles", "Create, edit, and delete items and lists in all site collections", and "Access mailboxes as the signed-in user via Exchange Web Services". A checkbox labeled "Consent on behalf of your organisation" is checked. Below the list is a paragraph of text: "If you accept, this app will get access to the specified resources for all users in your organisation. No one else will be prompted to review these permissions." This is followed by another paragraph: "Accepting these permissions means that you allow this app to use your data as specified in their [Terms of Service](#) and [Privacy Statement](#). You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)". At the bottom, there is a link: "Does this app look suspicious? [Report it here](#)". At the very bottom are two buttons: "Cancel" and "Accept".

### Step 5

Now go back to the Calendar settings. You will see that Virto Calendar requires additional permissions. If you have tenant administration rights, click "**Grant Required Permission**."

Available calendars | Available SharePoint data sources | Permission | Subscription | Theme

## Edit calendar

General settings | Multiday settings | Month settings | Year settings | Task settings

**CALENDAR NAME \***  
Graph

**SELECT DISPLAYED DATA SOURCES**

↑ ↓ another

Add existing data source | Create new SharePoint data source

Use the exact data source order

**The Virto Calendar requires additional permissions.**

The following permissions must be approved by your global administrator:

- Group.ReadWrite.All
- Place.Read.All

to display group calendars, planner tasks and allow to search company places.  
Your global administrator has to consent required permissions on behalf of your organisation.

Grant required permission

Then choose the "**Consent on behalf of your organization**" checkbox and click "**Accept.**" If you do not have administrator privileges, please refer to your tenant administrator to do this.

Sign in to your account - Google Chrome

login.microsoftonline.com/0256a46f-61d1-4057-8331-ebcfda2157a9/oauth2/v2.0/auth...

**Microsoft**

avlinnik@80jx7q.onmicrosoft.com

### Permissions requested

**Virto Apps**  
Virto solutions

This app would like to:

- ✓ Maintain access to data you have given it access to
- ✓ Read and write user and shared calendars
- ✓ Read user mailbox settings
- ✓ Sign in and read user profile
- ✓ Read all users' basic profiles
- ✓ Create, edit, and delete items and lists in all site collections
- ✓ Read and write all groups
- ✓ Read all company places
- ✓ Access mailboxes as the signed-in user via Exchange Web Services
- Consent on behalf of your organisation**

If you accept, this app will get access to the specified resources for all users in your organisation. No one else will be prompted to review these permissions.

Accepting these permissions means that you allow this app to use your data as specified in their [Terms of Service](#) and [Privacy Statement](#). You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

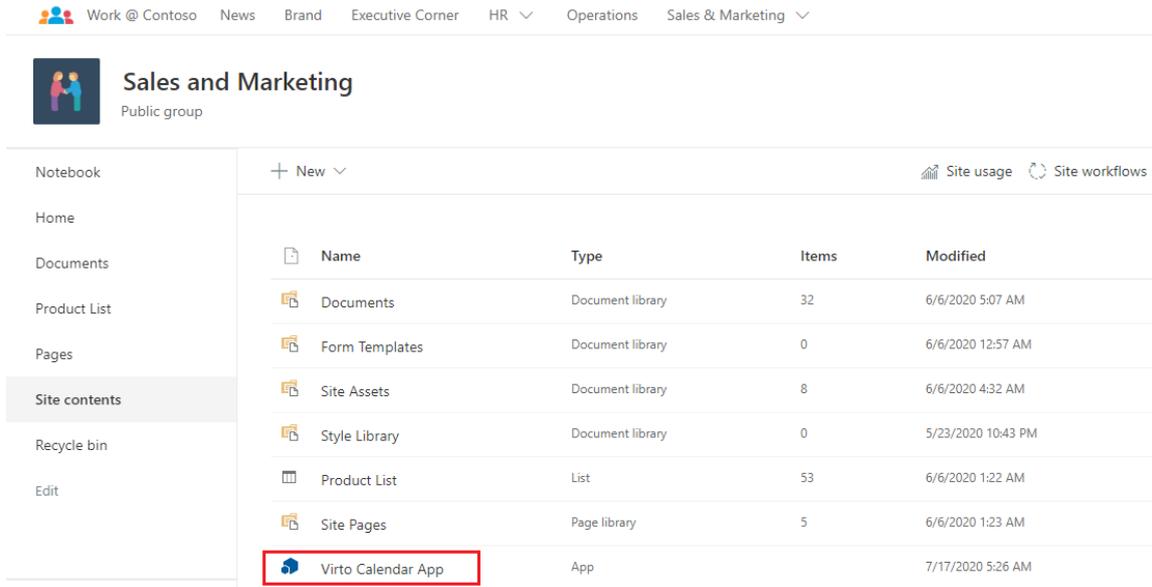
Does this app look suspicious? [Report it here](#)

Cancel | **Accept**

After that, Virto Calendar will be available to tenant users with its full functionality, including group calendars and meeting rooms.

If you need any help with Virto Calendar authorization, don't hesitate to get in touch with our support team at [support@virtosoftware.com](mailto:support@virtosoftware.com) or [submit a ticket](#).

When Office365 Calendar Add-In is installed, it is automatically added to your site on page Site Contents.

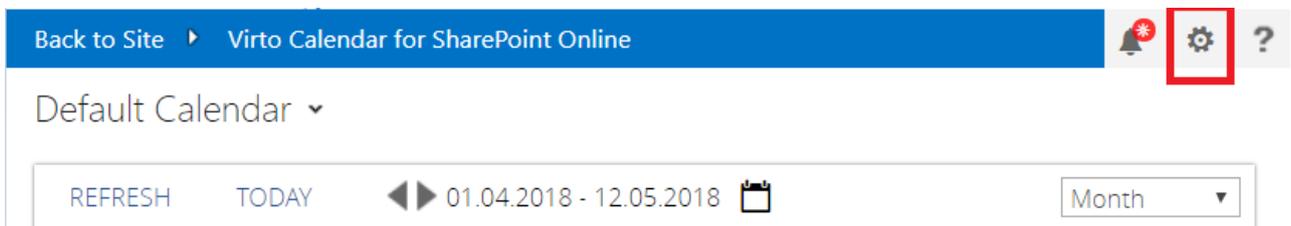


The screenshot shows the SharePoint interface for the 'Sales and Marketing' public group. The left sidebar contains navigation options: Notebook, Home, Documents, Product List, Pages, Site contents (highlighted), Recycle bin, and Edit. The main content area displays a table of site contents:

Name	Type	Items	Modified
Documents	Document library	32	6/6/2020 5:07 AM
Form Templates	Document library	0	6/6/2020 12:57 AM
Site Assets	Document library	8	6/6/2020 4:32 AM
Style Library	Document library	0	5/23/2020 10:43 PM
Product List	List	53	6/6/2020 1:22 AM
Site Pages	Page library	5	6/6/2020 1:23 AM
Virto Calendar App	App		7/17/2020 5:26 AM

Also, you can install the Calendar App directly from MS Teams and use it then as a separate tab in a chosen Teams channel. You can find the detailed instruction in the [“How to Install Virto Calendar Overlay for MS Teams”](#) article of our blog or [watch the video on YouTube](#).

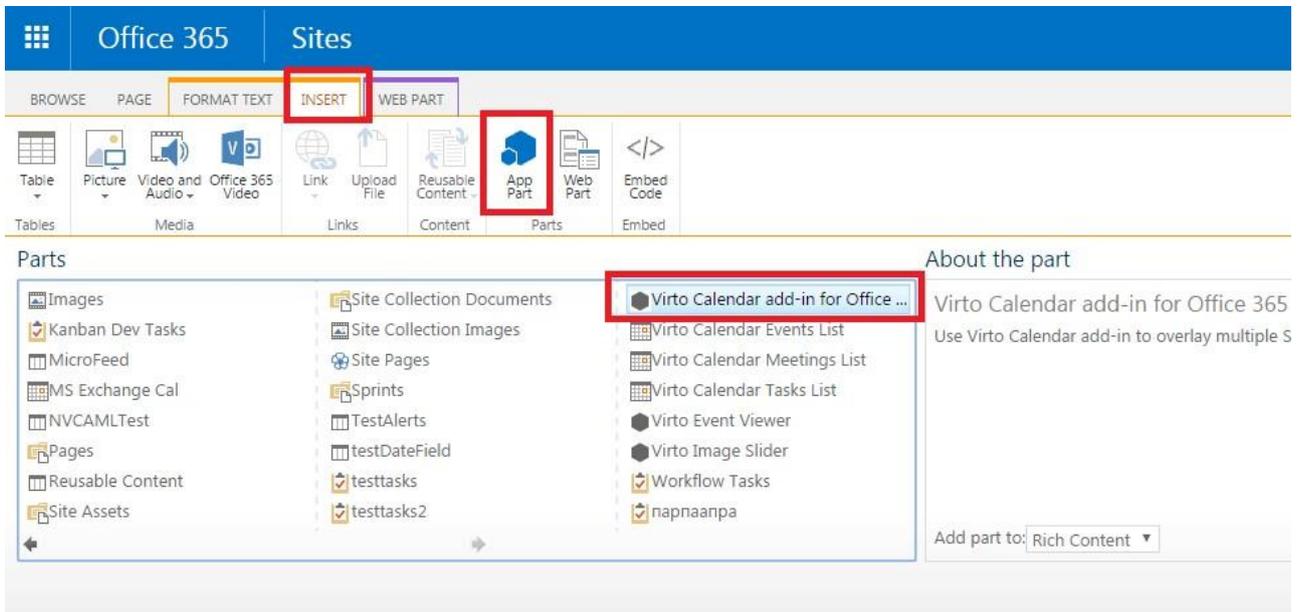
To adjust Virto Calendar, you need click on Office365 Calendar Add-In icon and open default calendar. Click on Settings icon in the right upper corner and then go to a configuration page for data sources.



The screenshot shows the 'Virto Calendar for SharePoint Online' interface. The top navigation bar includes 'Back to Site' and 'Virto Calendar for SharePoint Online'. On the right side of the navigation bar, there are three icons: a notification bell, a settings gear (highlighted with a red box), and a help question mark. Below the navigation bar, the interface shows 'Default Calendar' with a dropdown arrow. At the bottom, there is a control bar with 'REFRESH', 'TODAY', a date range '01.04.2018 - 12.05.2018', a calendar icon, and a 'Month' view selector.

## Adding Virto Calendar as App Part

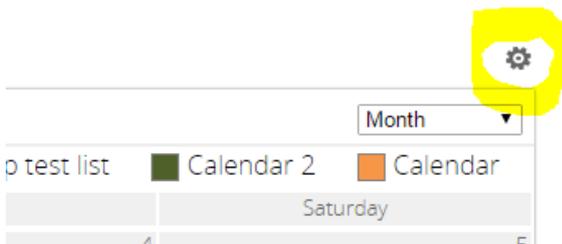
Go to a SharePoint site where you want to add the calendar and switch to edit mode. Then open “Insert” tab on ribbon and click “App Part”.



Select “Virto Solutions” at the bottom of the list, choose “Virto Calendar add-in for Office 365” and click “Add”.

## Overlay with Exchange calendars and SharePoint farm calendars

First at all, you need to go to Virto Calendar Settings page.



Then click “Available calendars” and select your current calendar or create a new one. Click “Edit”

Virto Calendar add-in for Office 365

List of available calendars

[⊕ Create New](#) | [Back to settings page](#)

Calendar

1111



In the middle of the calendar settings page check the box to display events from Exchange Online Calendar or/and Exchange Online Calendars.

- Display events from user's Exchange Online Calendar(s)
- Display events from user's Exchange Online Shared Calendar(s)

Save the changes.

Now you can see the new button on your calendar page.

Click it to display Exchange calendars and all SharePoint calendars from SharePoint farm.

## VirtoCalendarAddIn

Virto Calendar add-in for Office 365

Virto Calendar for SharePoint Online

Authorize an app and display events

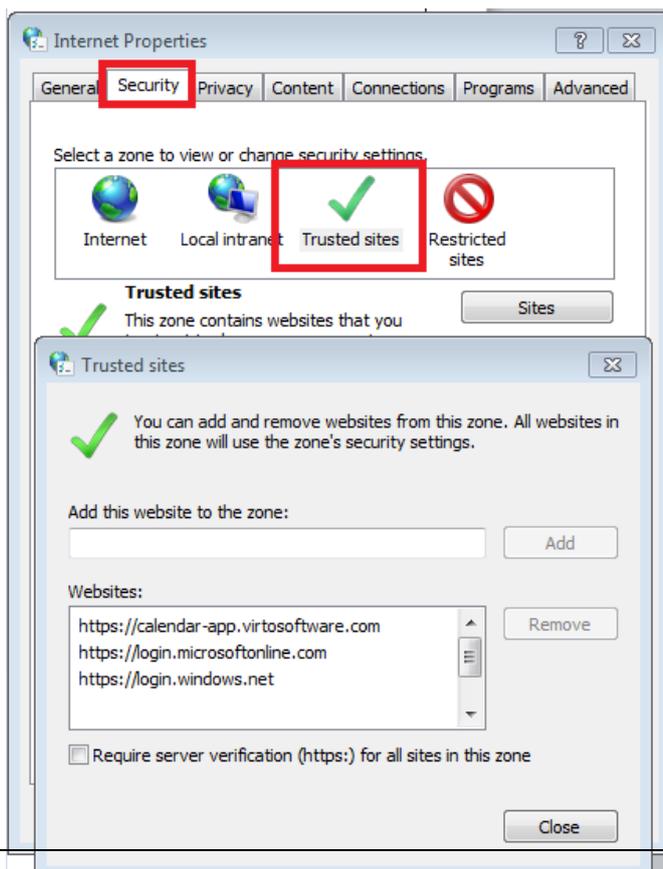
To display events in Virto Calendar press the button. If you are using Internet Explorer browser please add url <https://calendar-app.virtosoftware.com> to the list of trusted sites.

If you use Internet Explorer as a default browser, you need to add Calendar URL to the list of trusted sites in the browser settings. The trusted sites URLs to be added must be the following:

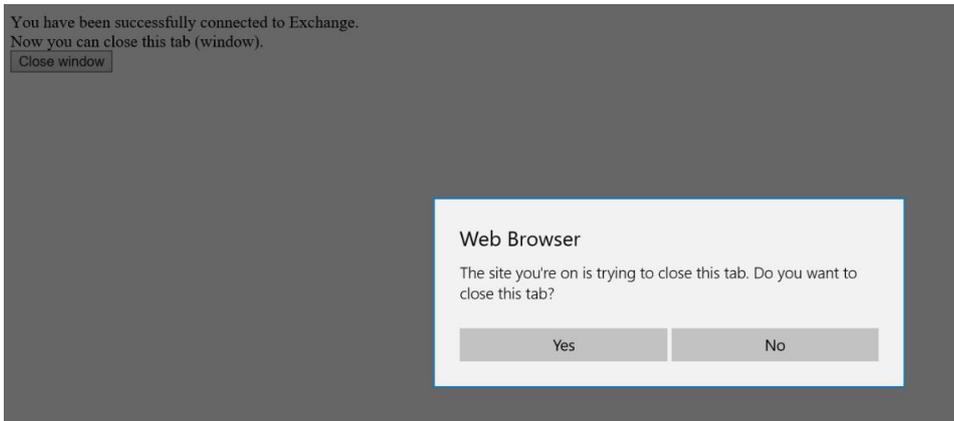
<https://calendar-app.virtosoftware.com>

<https://login.windows.net>

<https://login.microsoftonline.com>



Press “Connect to Exchange” and confirm the calendars overlaying in pop-up window, if your browser did not confirm it automatically.

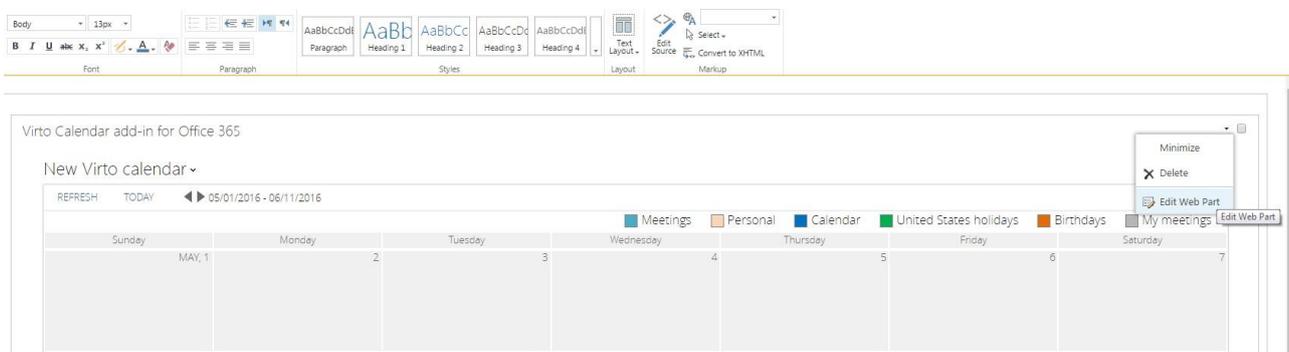


Reload SharePoint page to display Exchange Online Calendar on Virto Calendar.

## Choose specific calendar for a site page

You can add a unique calendar to each site page, where Virto Calendar is added as app part.

Go to “Site Settings” and edit app part.



Below the default calendar name are displayed IDs of all available calendars on this SharePoint farm.



Copy ID of required calendar, which you will display as default calendar on current site page.

Virto Calendar add-in for Office 365

Color coded calendar ▾



**Copy calendar id (guid without dashes) and paste it to app part properties.**

**1212** - 70f70612115e485d8bd4f45445f7d377; **br** - d396052b210c4f43a701e3f84b5f9dd3;

**Calendar with recurring events** - 87757a198941477e8b2deb88285b94d4;

**Default Calendar** - 00797255312f454e875cd1b156d50768; **New Virto calendar** - c75dfbff0df848f7ae3ba416f740ab35

**rob** - ce64312fe470425ab99cd69a8d665d78; **Simple SharePoint Calendar** - 15733932c4694601892ddb0780b05175

Paste this ID to app part properties field.

Virto Calendar Properties

Type calendar id (guid without dashes) here

cc5dfbff0df848f7ae3ba416f740

OK Cancel Apply

Now this calendar will be shown as specific calendar for current page.

New Virto calendar ▾

REFRESH TODAY ◀▶ 05/01/2016 - 06/11/2016

Sunday	Monday
MAY, 1	
8	
Mother's Day	

## Adding Virto Calendar to a Modern Page

You can use Calendar web part on a modern site page.

To start using please follow the steps below.

**Step 1.** Install the Calendar app to the SharePoint site or make sure it's already installed.

**Step 2.** [Download the Calendar Modern web part](#) and add it to the app catalog.

**Step 3.** And finally, add the "Virto Calendar Modern Web Part" to your SharePoint site page.

# Administration and Usage

## Virto Calendar Permissions

When a user (usually an admin) completes installing the Virto Calendar Online Application, the authentication app Virto Calendar Authorization is added automatically. The app receives “Admin consent” status when the admin checks “Consent on behalf of your organization”.



admin@m365x436640.onmicrosoft.com

### Permissions requested



**This application is not published by Microsoft or your organization.**

This app would like to:

- Read user mailbox settings
- Read and write user and shared calendars
- Sign in and read user profile
- Read all users' basic profiles
- Read and write all groups
- Read and write user and shared calendars
- Access mailboxes as the signed-in user via Exchange Web Services
- Read and write all groups (preview)
- Read and write items and lists in all site collections
- Consent on behalf of your organization

If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)

Cancel

Accept

**Note:** Site collection administrators have license manager roles by default and can assign calendar managers. The calendar manager can change the settings of calendars and data sources on a current site collection.

## Calendar Permissions

Virto Calendar Online app allows you to use many options of the access rights and define who will be able to work with calendars.

For example, “**Have full access to user calendars**” allows you to edit calendars and create new events. A common user can delegate this access right under his/her account.

If someone has shared a Calendar with you, you need to access it and have edit rights. In this case, you also should give **“Read and write user and shared calendars”** permission to the user you share your calendar with.

### Permissions

Applications can be granted permissions to your tenant by an admin consenting to the application for all users (Admin consent), a user consenting to the application for him or herself (User consent) or by directly assigning users to the application. As an administrator you can grant consent on behalf of all users in this tenant, ensuring that end users will not be required to consent when using the app. As an administrator you can grant consent on behalf of all users in this tenant, ensuring that end users will not be required to consent when using the application. Click the button below to grant admin consent for Virtio Solutions.

Grant admin consent for Virtio Solutions				
Admin consent		User consent		
Search permissions				
API Name	↑↓	Permission	↑↓	Type
Microsoft Graph				
Microsoft Graph		Have full access to user calendars		Delegated
Microsoft Graph		Read and write user and shared calendars		Delegated
Microsoft Graph		Read and write all groups		Delegated
Microsoft Graph		Sign in and read user profile		Delegated

### Administrator Permissions

But there are also calendar permissions that you can give other users only if you are an administrator. Look, for instance, at the **“Read and write all groups”** permission or **“Revoke access”** button. These permissions are not available for common users.

#### API permissions

API permissions such as “Open id” or “Profile id” allow the user to sign in and sign out. “Group read write” permissions required to be consent by admin to let the group add events, edit calendars, etc.

“Mailbox settings” allow users to read category settings.

API / Permissions name	Type	Description	Admin consent req...	Status
▼ Microsoft Graph (9)				
Calendars.ReadWrite	Delegated	Have full access to user calendars	No	✔ Granted for Virtio Soluti... ***
Calendars.ReadWrite.Shared	Delegated	Read and write user and shared calendars	No	✔ Granted for Virtio Soluti... ***
Group.ReadWrite.All	Delegated	Read and write all groups	Yes	✔ Granted for Virtio Soluti... ***
MailboxSettings.Read	Delegated	Read user mailbox settings	No	***
offline_access	Delegated	Maintain access to data you have given it access to	No	***
openid	Delegated	Sign users in	No	***
profile	Delegated	View users' basic profile	No	***
User.Read	Delegated	Sign in and read user profile	No	✔ Granted for Virtio Soluti... ***
User.Read.All	Delegated	Read all users' full profiles	Yes	✔ Granted for Virtio Soluti... ***
▼ Office 365 Exchange Online (4)				
Calendars.ReadWrite.All	Delegated	Read and write user and shared calendars	No	✔ Granted for Virtio Soluti... ***
Contacts.ReadWrite.All	Delegated	Read and write user and shared contacts	No	✔ Granted for Virtio Soluti... ***
EWS.AccessAsUser.All	Delegated	Access mailboxes as the signed-in user via Exchange W...	No	✔ Granted for Virtio Soluti... ***
Group.ReadWrite.All	Delegated	Read and write all groups (preview)	No	✔ Granted for Virtio Soluti... ***

**Note: In the Trial license any user can access Virto Calendar Add-in, manage and configure calendars.**

Every permission you see in the Calendar Authorization App has a short description. So, if we haven't described one above, just go to the Authentication app and find the details next to every permission.

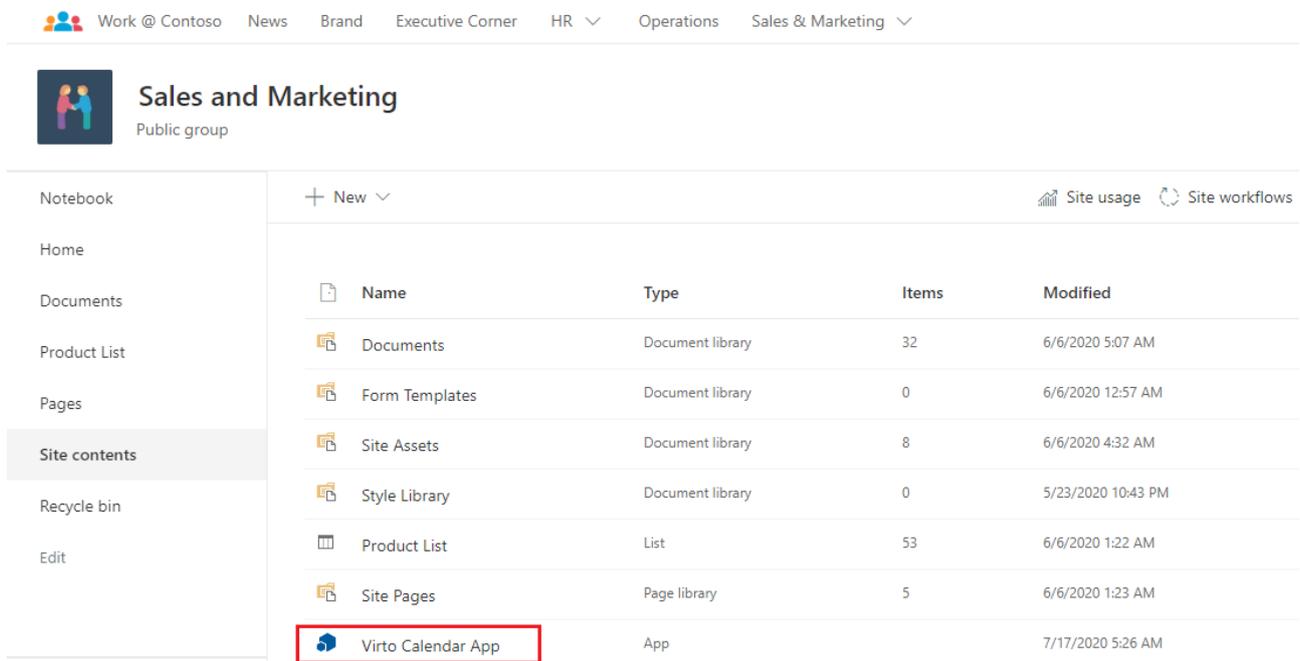
## Calendar Configuration

### Calendar Data Sources

Virto Calendar online app allows SharePoint users to overlay calendars from various data sources into a single calendar view. Virto Calendar app allows you to combine any number of SharePoint cross-site collection calendars, and Exchange Online shared and personal calendars, including Meeting rooms. Also, Virto Calendar users can easily add tasks from MS Planner or use public folders as a data source.

### Start Working with the Virto Calendar

When you have added the Virto Calendar to your SharePoint site, click the app link in the site contents to start working with it.



The screenshot shows a SharePoint site for 'Sales and Marketing' (Public group). The left navigation pane includes 'Notebook', 'Home', 'Documents', 'Product List', 'Pages', 'Site contents', 'Recycle bin', and 'Edit'. The 'Site contents' section is active, displaying a table of site collections. The 'Virto Calendar App' is listed at the bottom of the table and is highlighted with a red box.

Name	Type	Items	Modified
Documents	Document library	32	6/6/2020 5:07 AM
Form Templates	Document library	0	6/6/2020 12:57 AM
Site Assets	Document library	8	6/6/2020 4:32 AM
Style Library	Document library	0	5/23/2020 10:43 PM
Product List	List	53	6/6/2020 1:22 AM
Site Pages	Page library	5	6/6/2020 1:23 AM
Virto Calendar App	App		7/17/2020 5:26 AM

The message with brief description and instruction will appear. Click “Configure My Virto Calendar”.

[Back to site](#) ▶ [Virto Calendar for SharePoint Online](#)

### Welcome to Virto Calendar for Office 365!

- Overlay multiple Office 365 calendars and Exchange calendars in a single view
- Overlay Exchange shared calendars, meeting room events, and private Office 365 calendars
- Color code your calendar events according to data sources and categories

### To configure your first Virto calendar:

1. Add data source you want to display.
2. Create a new calendar with data source created on first step.
3. Customize your calendar later by clicking on Settings icon.

**Note:** In Trial license any user can access Virto Calendar Add-in, manage and configure calendars.

[CONFIGURE MY VIRTO CALENDAR](#)

Here you need to specify the calendar name and choose the calendars to take the items from. Click “Create & Go”.

## Create Virto calendar ×

This quick form allows you to create your first calendar.

CALENDAR NAME

Default Calendar

Select SharePoint Calendar

NO CALENDARS EXISTING ▼

- Add events from your personal Outlook Calendar \*
- Add events from your Shared Calendars in Outlook \*
- Add events from your Group Calendars in Outlook \*
- Add events from other Calendars and Meeting rooms \*

Type email addresses of calendars. **<b>Split</b>** them with comma (,)

[Create & Go](#)

**Note:** To overlay Calendars from different Site Collections and (or) Calendars, Meeting Rooms from Exchange Online, you need to register Calendar Authorization App in your Azure Active Directory.

Calendar Authorization App needs to be registered in Azure Active Directory in the context of your

tenant. Before a trusted application can be used in the tenant, tenant consent is required. Calendar Authorization App permission requests must be consented to by the tenant's admin account.

Your tenant admin should mark checkbox "Consent on behalf of your organization". Once it will be accepted, the Calendar Authorization App can get oAuth tokens from AAD, for that tenant and display Calendars from Exchange Online or other Site Collections. Once completed, all users within the organization will be allowed to use the application.

Your first Virto Calendar is ready to use.

The screenshot shows the 'Virto Calendar for SharePoint Online' interface. At the top, there is a navigation bar with 'Back to site' and 'Virto Calendar for SharePoint Online'. Below this, the calendar is titled 'Default Calendar' and includes a search bar and a 'Month' dropdown. The calendar view is set to 'Month' and shows dates from 09/26/2021 to 11/06/2021. A legend at the top identifies various categories: All Company, Calendar, Communications, Contoso marketing, Contoso Team, Design, Digital Initiative Public Relations, Leadership, Mark 8 Project Team, New Employee Onboarding, Remote living, Retail, Sales and Marketing, SOC Team, and U.S. Sales. The calendar grid displays several events, including '3:00 PM Company All ...', '12:30 AM Design edito...', '5:00 PM Social Media ...', '8:00 PM Market Plan R...', '9:00 PM Digital Offsite', and '12:00 AM H2 Goals'. Some events have expandable icons (circles with arrows) and '+ more' text below them.

## Editing a Calendar

To edit a calendar, click "Edit calendar" icon next to the calendar name.

This screenshot shows the 'Virto Calendar for SharePoint Online' interface with the 'Default Calendar' dropdown menu open. The 'Edit calendar' icon, represented by a pencil inside a square, is highlighted with a green box. The calendar view is set to 'Month' and shows dates from 08/29/2021 to 10/09/2021. The legend at the top identifies 'All Company' and 'Calendar'. The calendar grid displays a single event on Monday, 30th, at 8:00 PM titled '8:00 PM Online Market...'. The event has an expandable icon (circle with arrow) and a refresh icon (circular arrow).

The calendar settings will appear. Here you can make all the modifications you need.

General settings
Multiday settings
Month settings
Year settings
Task settings

CALENDAR NAME \*

Default Calendar

Select displayed data sources

Add existing data source
Create new SharePoint data source

Show Data Source name in tooltip

**EXCHANGE SETTINGS**

<input checked="" type="checkbox"/> Display events from user's Exchange Online Calendar(s)	<input checked="" type="checkbox"/> Show
<input checked="" type="checkbox"/> Display events from user's Exchange Online Shared Calendar(s)	<input checked="" type="checkbox"/> Show
<input checked="" type="checkbox"/> Display events from user's Exchange Online Group Calendar(s)	<input checked="" type="checkbox"/> Show
<input type="checkbox"/> Display events from Public Folders Calendar(s)	<input type="checkbox"/> Show
<input type="checkbox"/> Display tasks from MS Planner	<input type="checkbox"/> Show
<input checked="" type="checkbox"/> Display the following list of calendars and Meeting rooms	<input checked="" type="checkbox"/> Show
<a href="#">+ Add</a>	

Add event status to title

## General Settings

In the “General settings” block users can change the calendar name, add a data source (from an existing data source or create a new one).

### Data Sources and Basic Options

Also, it is possible to use the “Add event status to title” option or use client time zone. Here you can define the fields displayed for multiday views (week, month, etc).

- Add event status to title
- Use client time zone to view events

Event fields for multiday views

Available fields

Subject
Start
End
IsAllDay
Body
Importance
Categories
Created

Selected fields

Location
Attendees
Organizer

Here you can add ICS calendars from the internet by adding a URL.

### INTERNET CALENDARS

+ Add

↑ ↓

#f79646

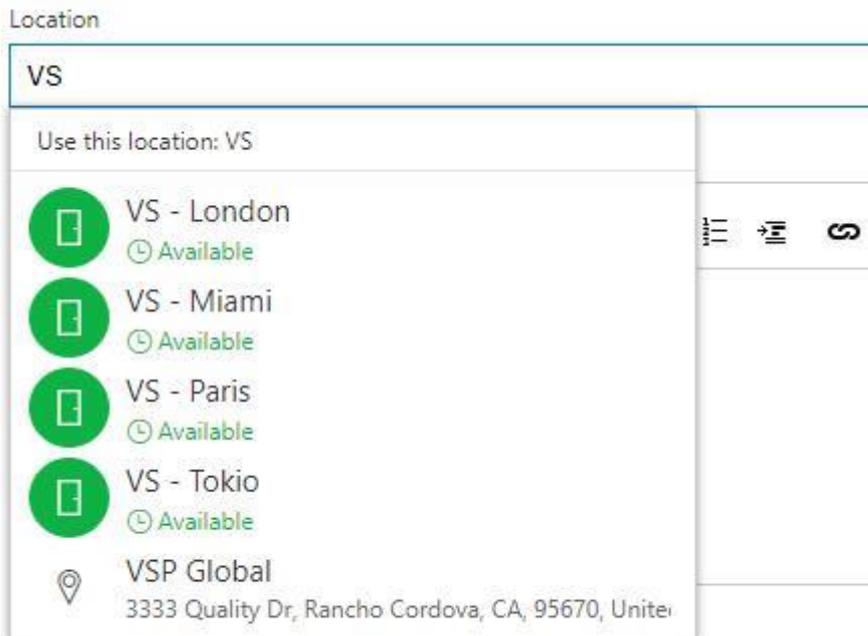
×

You can add here URL link to any ICS (iCalendar) calendar

Virto Calendar allows you to unify categories for multiple data sources. See the detailed description of this option in the “Unify Categories” section below.

### Location Field

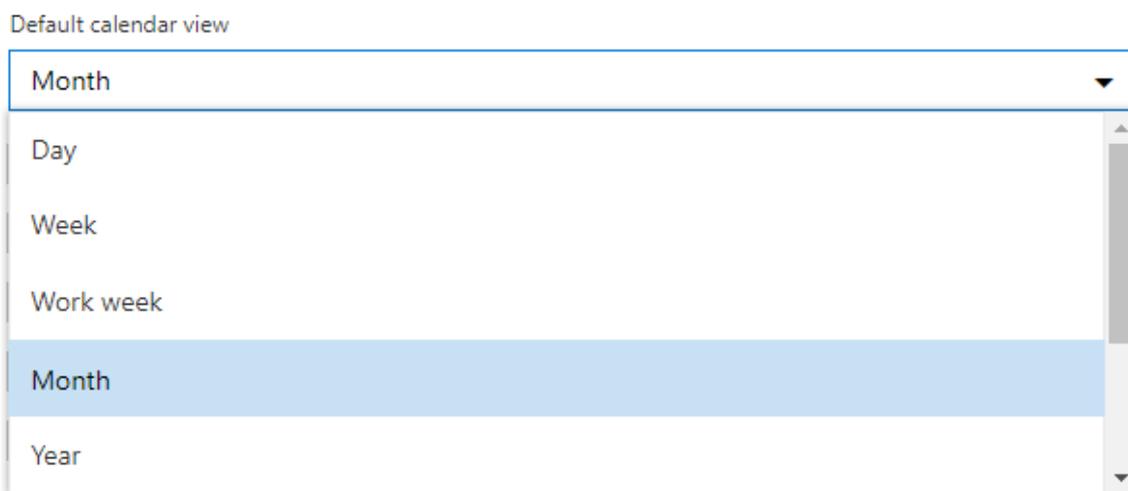
The Virto Calendar supports adding locations from the list of available ones. To choose a location for your calendar entry, just select the one from the list in the calendar settings. This option helps to save the location field for Outlook entries as well.



**Note:** to make the option work, please, reinstall Calendar Authorization App in your tenant AD. This is important because we have added one more delegated permission to read tenant places. Also, you should re-add the calendar authorization app in your Azure AD enterprise applications. (Only a global tenant administrator has the right to re-add it).

### Default Calendar View

Define the default calendar view (displayed when you navigate to the calendar page).



### Other Options

Here you can decide whether you will show the legend with data sources or not, the width of a tooltip, displayed views and etc.

---

Is default

Enable drill down

Show Data Source Legend

Disable edit/open all event details from tooltip

Read-only  Disable drag-drop

Event date format (see examples)

Event time format (see examples)

Tooltip width (default and min value - 350px)

Select displayed views

Day

Week

Work week

Month

Year

Task (hours)

Task (days)

Multisource

---

Do not forget to save the changed settings before closing.

## Unify Categories

If you have multiple data sources, you can **unify the categories** for all of them. Just decide once which colors you're going to use for different categories of your Virto Calendar. Divide all the events into groups like meetings, birthdays, get-together events or others and specify the colors for them. These colors will be the same for all the data sources of your calendar.

Find "**Common categories**" block in the "General settings" tab. Specify the colors for the categories you're going to use and click "Save".

Back to site ▶ Virto Calendar for SharePoint Online

COMMON CATEGORIES

+ Add

Value	Background	Foreground
Meeting	#95b3d7	#000000
Holiday	#d99694	#000000
Business	#b2a2c7	#000000
Work hours	#fac08f	#000000
Get-together	#66ff99	#000000
Gifts	#ffff66	#000000
Birthday	#ff0033	#ffffff
Anniversary	#33cc33	#000000

Use these categories to unify category colors from different sources

Now all the data sources of your Virto Calendar have the same color-coded categories.

Back to site ▶ Virto Calendar for SharePoint Online

Refresh Today 08/30/2020 - 10/10/2020 Search Categories Month

● Calls ● Team ● The Soft Skills Master Class

If you would like to hide some categories (for instance, your personal events) for all the data sources and use only the necessary part of them, you can filter the common categories. Open the app part settings and scroll down to the new “Common categories” block in the “General settings” tab. Leave the categories you are going to use and select the checkbox **“Show events of these categories only”**.

Back to site ▶ Virto Calendar for SharePoint Online

You can add here URL link to any ICS (iCalendar) calendar

### COMMON CATEGORIES

+ Add

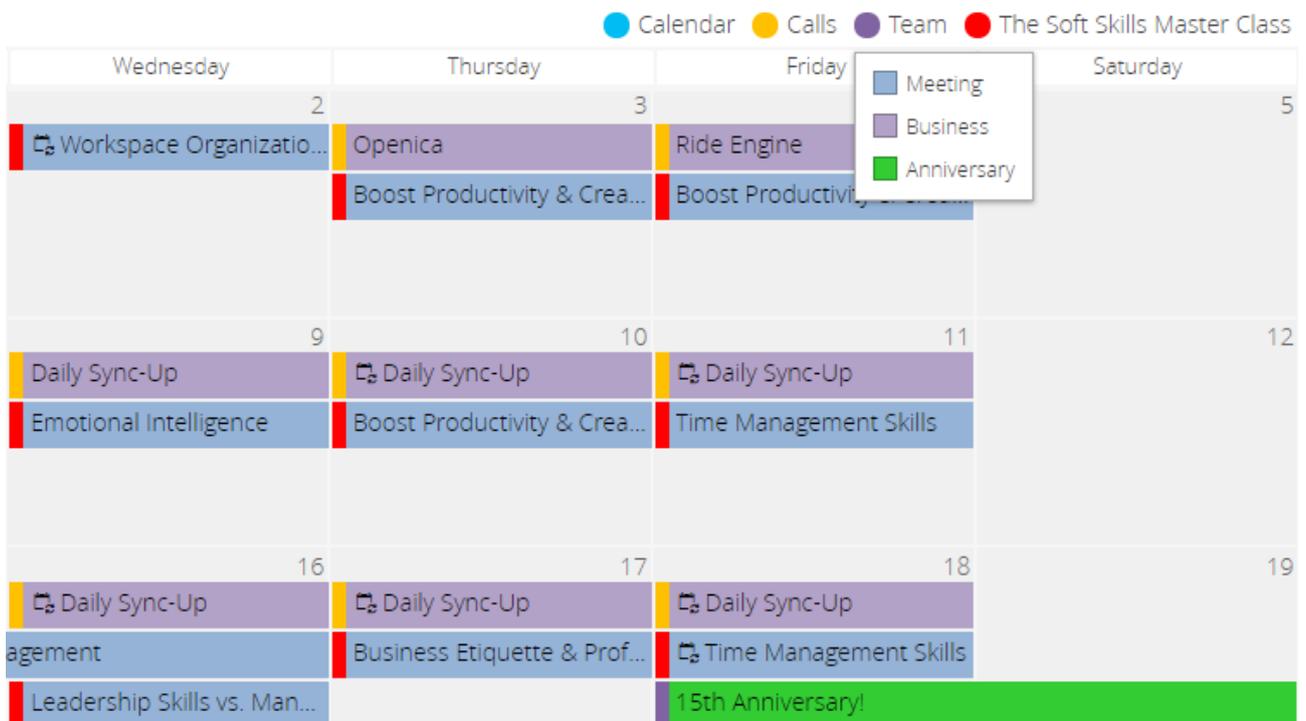
Value	Background	Foreground
Meeting	#95b3d7 	#000000 
Business	#b2a2c7 	#000000 
Anniversary	#33cc33 	#000000 

Show events of these categories only

Use these categories to unify category colors from different sources

As a result, only events of selected categories will appear in the Virto Calendar.

● Calendar ● Calls ● Team ● The Soft Skills Master Class



Wednesday	Thursday	Friday	Saturday
2 Workspace Organizatio...	3 Openica	Ride Engine	5
	Boost Productivity & Cra...	Boost Productivity	
9 Daily Sync-Up	10 Daily Sync-Up	11 Daily Sync-Up	12
Emotional Intelligence	Boost Productivity & Cra...	Time Management Skills	
16 Daily Sync-Up	17 Daily Sync-Up	18 Daily Sync-Up	19
agement	Business Etiquette & Prof...	Time Management Skills	
Leadership Skills vs. Man...		15th Anniversary!	

To add more calendars, click "Edit" icon next to the current calendar title.

Back to site ▶ Virto Calendar for SharePoint Online

Default Calendar 

Refresh Today ◀▶ 08/29/2021 - 10/09/2021 

All Company  Calendar

Sunday	Monday
29	30
	8:00 PM Online Market... 

When you and other users of SharePoint site with the rights of adding calendars create more calendars, you can pick a calendar from the dropdown to display.

## Multiday Settings

The “Multiday Settings” tab includes preferences for the views including more than one day. Here you need to define where the week will start, day start/end hours, the width and height of columns, number of rows, background and font colors and etc.

General settings **Multiday settings** Month settings Year settings Task settings

Week start day

Day start hour  Day end hour

Left column width (px)  Left column time format (see examples)

Calendar height  Row height

Rows per hour  Time labels per hour

Item font size (px)  Item font weight

Today background color  Today header background color

## Month Settings

The “Month Settings” tab includes preferences for the month view. In this tab you can define the display mode, where the week starts, calendar or item height, item font size, background colors, weeks in a month. Also, you can use the option “Hide event start time on the event card”.

General settings	Multiday settings	Month settings	Year settings	Task settings
Display Mode		Week start day		
Lead To First Month Day ▾		Sunday ▾		
Calendar height		Item height		
800		27		
Item line-height		Item font size (px)		
150		14		
Selected month background color		Today background color		
#f0f0f0 		#757575 		
More items text		Weeks in month		
+ {0} more		6		
<input type="checkbox"/> Hide event start time on the event card				

## Year Settings

The “Year Settings” tab also allows you to define the display mode, calendar and item height, text displayed if there are more items, and background colors.

General settings	Multiday settings	Month settings	<b>Year settings</b>	Task settings
------------------	-------------------	----------------	----------------------	---------------

Display Mode

Lead to First Month

Calendar height: 800

Item height: 30

More items text: + {0} more

Selected year background color: #f0f0f0

Today background color: #757575

## Task Settings

Virto Calendar supports viewing events as tasks. For this view, you can specify days count, column width, day start and end hours, week start day, item height, header time format and background color.

General settings	Multiday settings	Month settings	Year settings	<b>Task settings</b>
------------------	-------------------	----------------	---------------	----------------------

Days count (for days scale): 14

Days count (for hours scale): 3

Left column width (px): 120

Columns per hour: One

Day start hour: 9

Day end hour: 18

Week start day: Sunday

Item height: 30

Header time format (see examples): HH:mm

Today header background color: #757575

Do not forget to save the changed settings to apply them for the calendar.



Use “Save and open” to open the changed calendar instantly after saving.

## Adding New Data Source

In this section we will describe how to add a new calendar.

1. Click “Edit calendar” on the calendar app page.
2. Choose one of two options for adding a calendar in the “Available calendars” block: “**Add existing data source**” or “**Create new SharePoint data source**”.

If you add existing data source, you should choose a SharePoint list from the dropdown.

CALENDAR NAME \*

Default Calendar

Select displayed data sources

**Add existing data source** Create new SharePoint data source

Data source name:

[Not selected]

Read only

Show in calendar

Hide events

Show Data Source name in tooltip

Add Cancel

Also choose, whether you want to make it a read only calendar, show it in the calendar or not and hide events if necessary.

If you click “Create new SharePoint data source”, you can add the new source. Just type the URL and fill out the required fields. Make sure the list you’ve picked has the fields for an event start/end date and for the event location.

## Create new SharePoint data source

Data source name \*

SITE URL \*

 Refresh
 

Datasource Timezone \*

Select list \*

Select view

Select field for event title \*

Select field for event location

Select field for event start date \*

Select field for event end date \*

Select field for event attendees

Select field for event description

## List of Data Sources

The list of data sources you added to the Virto Calendar is sorted in alphabetical order by default. You can change the default order. Find the settings of the current calendar under the edit icon next to the calendar title.

Back to site ▶ Virto Calendar for SharePoint Online

Training Courses 

Refresh Today Edit Calendar 22 - 08/06/2022 Search Month

● Business Strategy Course ● Risk Management ● Soft Skills

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	JUL 1	2
3	4	5	6	7	8	9
1:00 PM Creativ...	1:00 PM Emotio...			1:00 PM Teamw...		

Change the order using arrows or choose the exact data source order to show data sources by creation.

Available calendars

Available SharePoint data sources

Permission

Subscription

Theme

## Edit calendar

General settings

Multiday settings

Month settings

Year settings

Task settings

**CALENDAR NAME \***

SELECT DISPLAYED DATA SOURCES

↑ ↓
Business Strategy Course
✎ 🗑

↑ ↓
Risk Management
✎ 🗑

↑ ↓
Soft Skills
✎ 🗑

Add existing data source

Create new SharePoint data source

Use the exact data source order

## Adding New Calendar

The list of available calendars appears in the “Available calendars” block of Virto calendar settings. To add a new calendar, click “Create New” and choose (or create) a data source as described above.

Available calendars

Available SharePoint data sources

Permission

Subscription

Theme

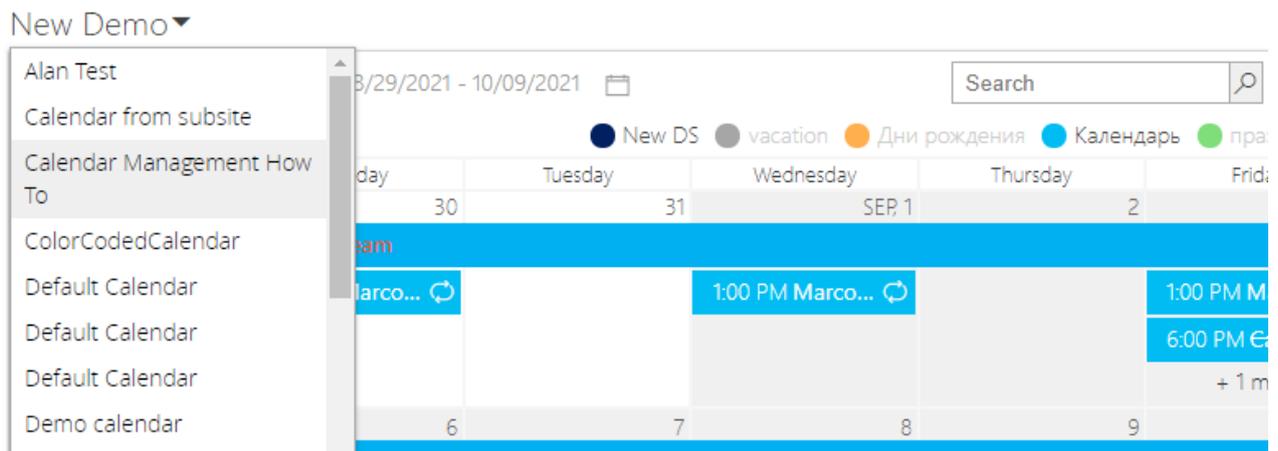
List of available calendars (Calendars form all site collections)

+ Create New

CALENDAR NAME	SHAREPOINT DATA SOURCES	OUTLOOK CALENDAR(s)	SHARED CALENDAR(s)	GROUPS CALENDAR(s)	MEETING ROOM(s)	
👁 Default Calendar ✓		✓	✓	✓	✓	✎ ✕

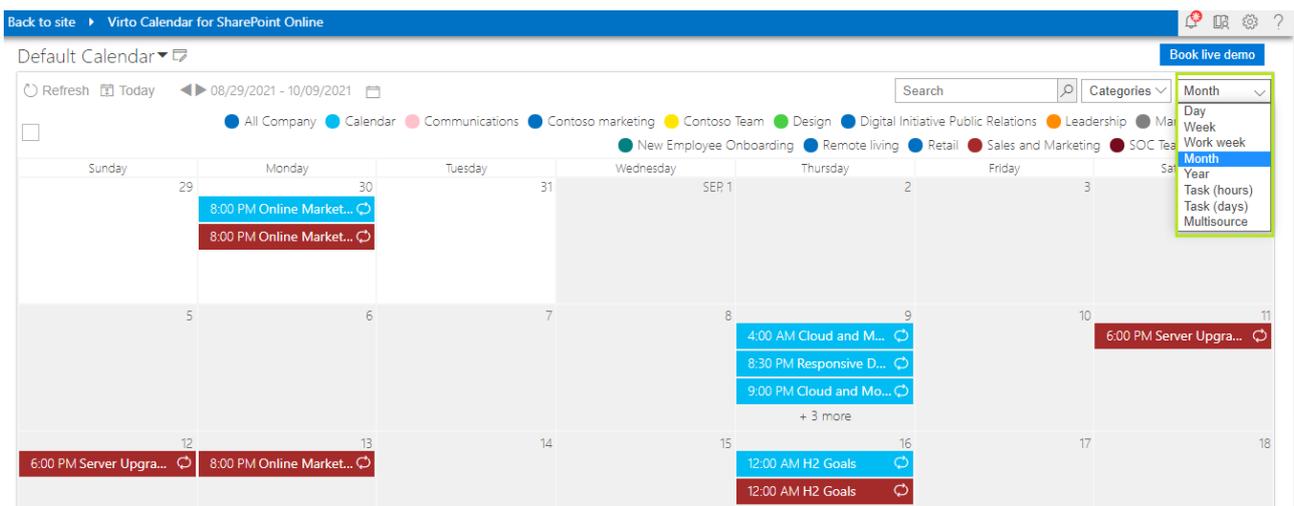
This way you can create as many calendars as you need and each of them may contain various data sources. You just decide which of them you want to show at the moment.

When you have many calendars available in the Virto Calendar, click the one you need to show.

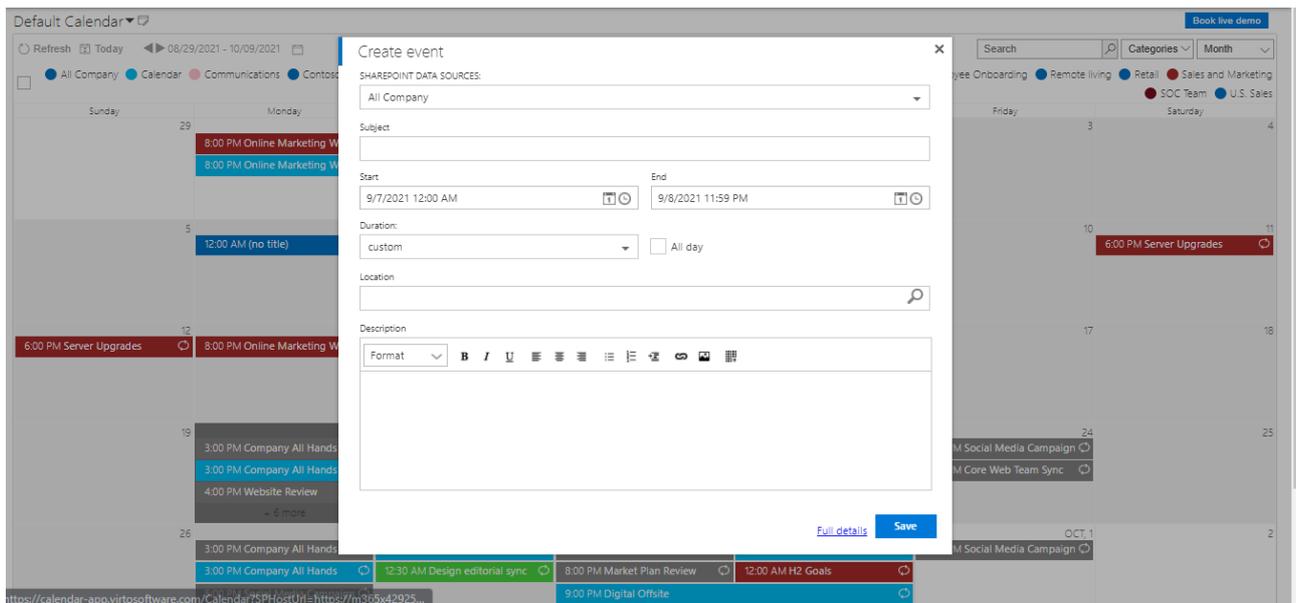


## Actions with Calendar Items

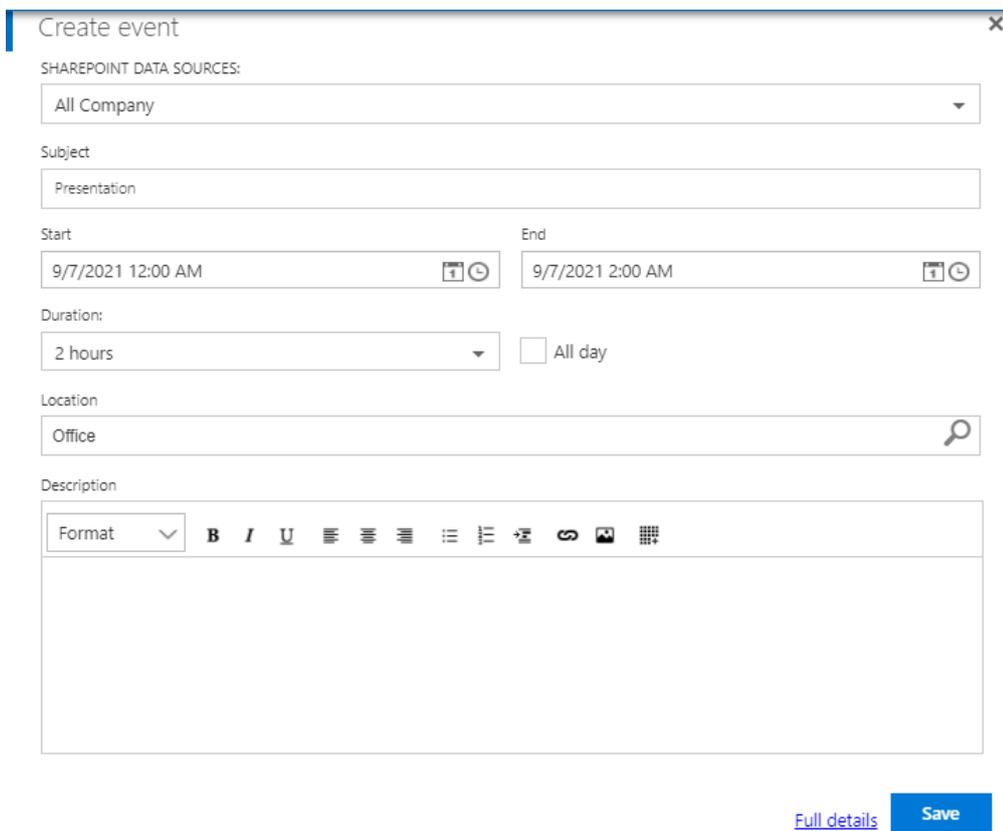
Virto Calendar Web Part provides different view of events: Day, Week, Month, Year, Work Week, Task (Days), Task (Hours) and Multi Source View. These tabs enable to view events for the required period of time.



To create an event, open the required view tab, for example Month. Use your mouse to select the required period of time for the event (drag&drop) or just click the day.



Type the name, select the required data source, specify start and end dates, location, and click “Save”.



Or use “Full details” button to add more information to the event (attendees, attachments).

Attendees

Categories

Attachments:

Add attachment

Save Cancel

**Note:** drag&drop mode is not available in the “Year” view.

You can edit duration of events (resize them) in drag&drop mode as well.

**Note:** resizing is available only in Day, Week, Work Week views only.

If you need to edit event information, click the event and then click “Edit” in the tooltip.

The screenshot shows a calendar view with several events. A tooltip is displayed over an event, showing the following information:

- Title: (no title)
- Dates: 09/06/2021, 12:00 AM - 09/07/2021, 11:59 PM
- Importance: Normal
- Location:
- Organizer: All Company
- Attendees:
- Description:

At the bottom of the tooltip, there are two buttons: "Edit" (highlighted with a green box) and "Delete".

Edit information, for example, specify the location and then click “Save”.

## Edit event

Subject

Start: 9/6/2021 12:00 AM  All day

End: 9/7/2021 11:59 PM  All day

Location: Meeting room

Description

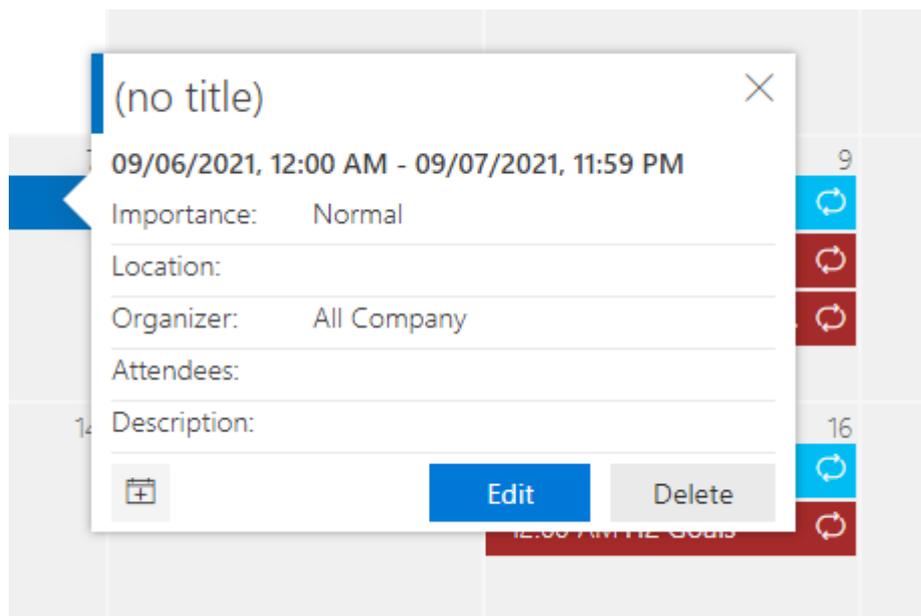
Attendees

Categories

Attachments: Add attachment

Save Cancel

To delete an event, click required one and then click “Delete” in tooltip.

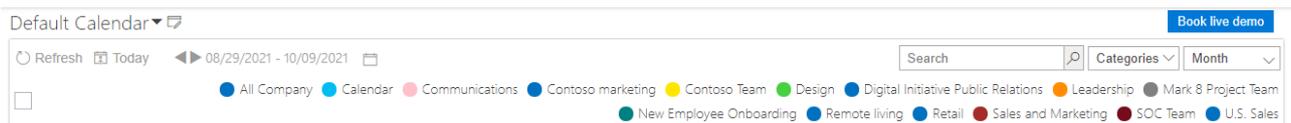


In the week and work week view you can hover the cursor over event name to move this event with drag and drop.

Click on empty space on the event body to edit or delete it.

15, Sep	16, Sep	17, Sep
	Presentation	Webinar
		Meeting with support
15	16	17
	Report to head office	

The panel on the top of the calendar includes refresh button, navigation buttons, search string and the dropdowns of categories and views.



If your Virto Calendar contains too many events, just start typing the title of the event you're searching for and click "Search". The calendar will filter events and display only the ones you need.

If you need to hide events from any data sources, just click on them (will become grey).

● Contoso marketing 
 ● Contoso Team 
 ● Design 
 ● Digital Initiative Public Relations 
 ● Le:

● New Employee Onboarding 
 ● Remote living 
 ● Retail 
 ● Sales and Market

## Creating Teams Meetings from Calendar Events

You can create Teams meetings from Virto Calendar events. Virto Calendar doesn't have to be added to Teams as a separate tab. Just edit events in your Virto Calendar and add them to Teams calendar as meetings.

**Note:** the feature we describe below is available for the **Outlook calendar** data source. Make sure your Outlook calendar supports this option.

Check you have Outlook (Exchange Online) picked as a data source in your Virto Calendar. To do this, open the current Calendar settings with the **"Edit Calendar"** button.

Back to site ▶ Virto Calendar for SharePoint Online

Meet-Ups

Refresh Today < > 07/31/2022 - 09/10/2022

● All Company 
 ● Calendar 
 ● Communications 
 ● Community Site 
 ● Contoso 
 ● Contoso 
 ● Mark 8 Project Te:

Sunday	Monday	Tuesday	Wednesday
31	AUG, 1	2	3
11:30 AM Daily Meet Up	11:30 AM Daily Meet Up	12:30 AM Design edito...	11:30 AM Daily Meet Up
	3:00 PM Company All ...	11:30 AM Daily Meet Up	11:30 AM Daily Meet Up
	8:00 PM Online Market...	12:30 AM Design edito...	+ 1 more
	+ 5 more	+ 1 more	+ 1 more
7	8	9	10
11:30 AM Daily Meet Up	11:30 AM Daily Meet Up	12:30 AM Design edito...	11:30 AM Daily Meet Up
	3:00 PM Company All ...	11:30 AM Daily Meet Up	11:30 AM Daily Meet Up
	9:00 PM Design review	12:30 AM Design edito...	+ 1 more
	+ 3 more	+ 1 more	+ 1 more
14	15	16	17
11:30 AM Daily Meet Up	11:30 AM Daily Meet Up	12:30 AM Design edito...	11:30 AM Daily Meet Up
	3:00 PM Company All ...	11:30 AM Daily Meet Up	11:30 AM Daily Meet Up
	8:00 PM Online Market...	12:30 AM Design edito...	

Scroll down to **"Exchange Settings"** and check you've chosen at least one of three Outlook exchange options.

Available calendars | Available SharePoint data sources | Permission | Subscription | Theme

## Edit calendar

General settings | Multiday settings | Month settings | Year settings | Task settings

CALENDAR NAME \*

Meet-Ups

**SELECT DISPLAYED DATA SOURCES**

Add existing data source | Create new SharePoint data source

Use the exact data source order

**EXCHANGE SETTINGS**

<input checked="" type="checkbox"/>	Display events from user's Exchange Online Calendar(s)	<input type="checkbox"/>	Show
<input checked="" type="checkbox"/>	Display events from user's Exchange Online Shared Calendar(s)	<input type="checkbox"/>	Show
<input checked="" type="checkbox"/>	Display events from user's Exchange Online Group Calendar(s)	<input type="checkbox"/>	Show
<input type="checkbox"/>	Display events from Public Folders Calendar(s)	<input type="checkbox"/>	Show
<input type="checkbox"/>	Display tasks from MS Planner	<input type="checkbox"/>	Show
<input type="checkbox"/>	Display the following list of calendars and Meeting rooms	<input type="checkbox"/>	Show

Return back to the Calendar and edit the event you wish you add to Teams Calendar. Choose the checkbox “Teams meeting” and save the event.

Edit event

Subject

Daily Meet Up

Start

8/15/2022 11:30 AM

End

8/15/2022 12:00 PM

All day

Teams meeting

Location

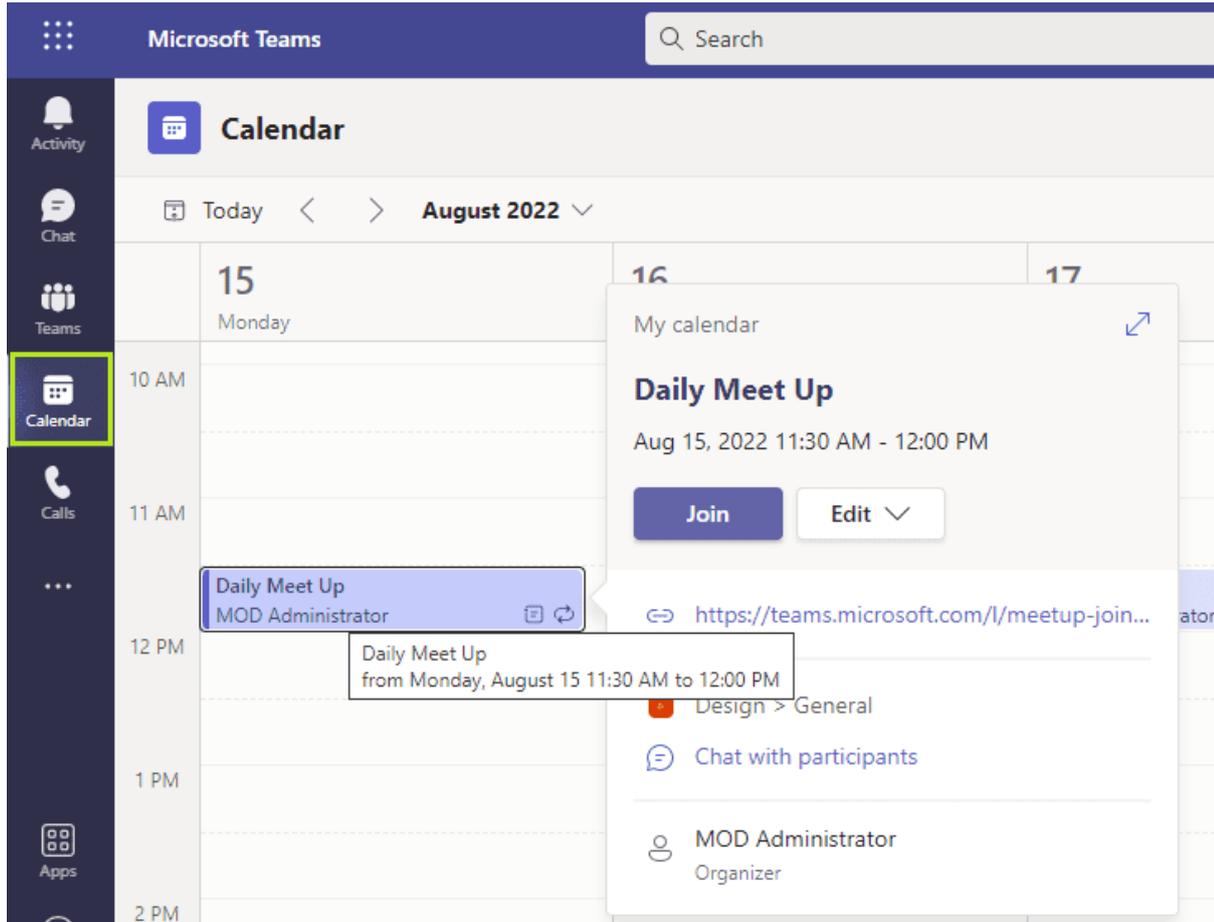
Attendees

Design x MOD Administrator x

Categories

Delete Save Cancel

Open Teams Calendar and check the newly added Outlook event in it.



## Calendar Views

### Simple Views

Views *Day*, *Week* and *Work Week* enable to create and delete events, move them in drag & drop mode to required position (time).

### Day

Refresh Today 09/20/2021

Search Categories Day

- All Company
- Calendar
- Communications
- Contoso marketing
- Contoso Team
- Design
- Digital Initiative Public Relations
- Leadership
- Mark 8 Project Team
- New Employee Onboarding
- Remote living
- Retail
- Sales and Marketing
- SOC Team
- U.S. Sales

Monday 20 Sep

- 6:30 PM Core Web Team Sync
- 6:30 PM Core Web Team Sync
- 8:00 PM Market Plan Review
- 8:00 PM Market Plan Review
- 9:00 PM Design review
- 9:00 PM Design review
- 9:30 PM Mark 8 Project Sync
- 9:30 PM Mark 8 Project Sync
- 10:30 PM X1050 Marketing sync
- 10:30 PM X1050 Marketing sync

09:00 20

### Week

Refresh Today 09/19/2021 - 09/25/2021

Search Categories Week

- All Company
- Calendar
- Communications
- Contoso marketing
- Contoso Team
- Design
- Digital Initiative Public Relations
- Leadership
- Mark 8 Project Team
- New Employee Onboarding
- Remote living
- Retail
- Sales and Marketing
- SOC Team
- U.S. Sales

Sunday 19 Sep	Monday 20 Sep	Tuesday 21 Sep	Wednesday 22 Sep	Thursday 23 Sep	Friday 24 Sep	Saturday 25 Sep
	6:30 PM Core Web T...	12:30 AM Design edi...	1:00 AM Planogram Trai...	12:00 AM H2 Goals	1:00 AM Art Review	
	6:30 PM Core Web T...	12:30 AM Design edi...	1:00 AM Planogram Trai...	12:00 AM H2 Goals	6:30 PM Core Web T...	
	8:00 PM Market Plan...	1:00 AM Art Review	6:30 PM Core Web T...		6:30 PM Core Web T...	
	8:00 PM Market Plan...	9:30 PM Pacific Coffee p...	6:30 PM Core Web T...			
	9:00 PM Design revi...	9:30 PM Pacific Coffee p...	8:00 PM Market Plan...			
	9:00 PM Design revi...	10:30 PM X1050 Mar...	8:00 PM Market Plan...			
	9:30 PM Mark 8 Proj...		9:00 PM Digital Offsite			
	10:30 PM X1050 Mar...		9:00 PM Digital Offsite			
			10:30 PM X1050 Mar...			

19 20 21 22 23 24 25

In the *Month* view you can create, move and delete events.

Refresh Today 08/29/2021 - 10/09/2021

Search Categories Month

- All Company
- Calendar
- Communications
- Contoso marketing
- Contoso Team
- Design
- Digital Initiative Public Relations
- Leadership
- Mark 8 Project Team
- New Employee Onboarding
- Remote living
- Retail
- Sales and Marketing
- SOC Team
- U.S. Sales

Sunday 29	Monday 30	Tuesday 31	Wednesday SEP 1	Thursday 2	Friday 3	Saturday 4
	8:00 PM Online Market...			12:00 AM (no title)		
	8:00 PM Online Market...					
	12:00 AM (no title)			4:00 AM Cloud and M...		6:00 PM Server Upgra...
				4:00 AM Cloud and M...		
				8:30 PM Responsive D...		
				+ 3 more		
	6:00 PM Server Upgra...	8:00 PM Online Market...		12:00 AM H2 Goals		
				12:00 AM H2 Goals		
	3:00 PM Company All ...	12:30 AM Design edito...	1:00 AM Planogram Training	12:00 AM H2 Goals	5:00 PM Social Media ...	

29 30 31 SEP 1 2 3 4

*Year* view allows you to view events.

2021		
2021, JAN	FEB	MAR
Jan 4, Online Marketing Weekly Sync	Feb 1, Online Marketing Weekly Sync	Mar 1, Online Marketing Weekly Sync
Jan 4, Online Marketing Weekly Sync	Feb 1, Online Marketing Weekly Sync	Mar 1, Online Marketing Weekly Sync
Jan 14, Responsive Design Kick-Off Meeting	Feb 15, Online Marketing Weekly Sync	Mar 11, Responsive Design Kick-Off Meeting
Jan 14, Responsive Design Kick-Off Meeting	Feb 15, Online Marketing Weekly Sync	Mar 11, Responsive Design Kick-Off Meeting
+ 2 more		+ 4 more
APR	MAY	JUN
Apr 12, Online Marketing Weekly Sync	May 10, Online Marketing Weekly Sync	Jun 7, Online Marketing Weekly Sync
Apr 12, Online Marketing Weekly Sync	May 10, Online Marketing Weekly Sync	Jun 7, Online Marketing Weekly Sync
	May 13, Responsive Design Kick-Off Meeting	Jun 21, Online Marketing Weekly Sync
	May 13, Responsive Design Kick-Off Meeting	Jun 21, Online Marketing Weekly Sync
	+ 2 more	
JUL	AUG	SEP
Jul 5, Online Marketing Weekly Sync	Aug 2, Online Marketing Weekly Sync	Sep 2, (no title)
Jul 5, Online Marketing Weekly Sync	Aug 2, Online Marketing Weekly Sync	Sep 6, (no title)

## Gantt View

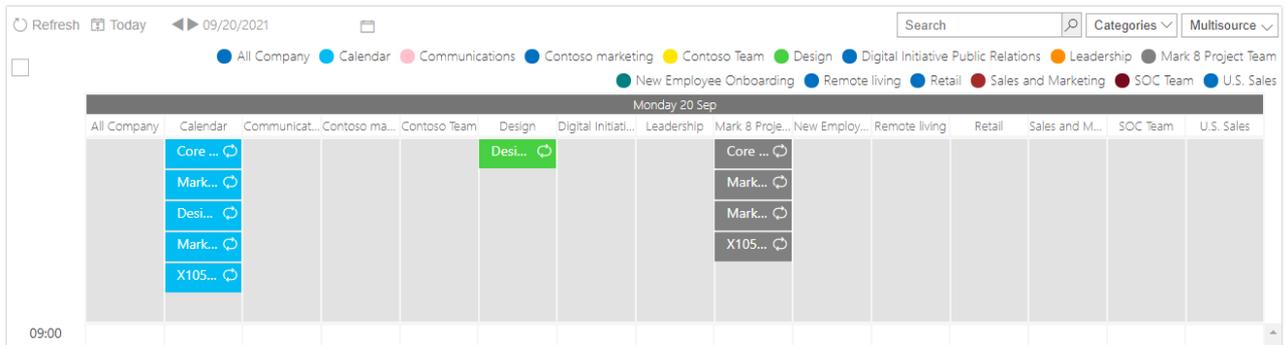
Gantt View in the Virto calendar is provided in two views: *Task (Days)* and *Task (Hours)*. These views allow viewing items grouped by events and see which time exactly planned for them. This view enables to create, delete and move events.

filter	Monday 20 Sep	21	22	23	24	25	Sunday 26 Sep	27	28	29	30	01	02	03
Company All H...	20%													
Social Media Ca...	20%													
Design review	20%													
Design editorial...		20%												
Pacific Coffee proj...		20%												
Planogram Training			20%											
Social Media Ca...			20%											
Digital Offsite			20%											
H2 Goals				20%										
Social Media Ca...					20%									
Company All H...							20%							

**Note:** since any field on Integer type can be set as field for completion show, the percentage will not be displayed in case the value of the field is higher than 100%.

## Multi Source View

*Multi Source View* enables to view events planned for a day but all the events will be grouped by source. Here you can resize or edit events. But you cannot move events from one source to another.



## Recurrent Events

In Virto Calendar Overlay, you can work with recurrent events if you're using **Sharepoint Calendar** or **Outlook Calendar** as a data source.

Let's say you have a Virto Calendar with Outlook events in it. Navigate to it and create a new event. Choose the "Make this a repeating event" checkbox to show the recurrence settings.

Create event
✕

**Subject**

**Start**

**End**

**Duration:**

 All day

Teams meeting

**Make this a repeating event.**

**Pattern**

Daily
  Every  day(s)
  Weekly
  Every weekday

Monthly
  Yearly

**Date Range**

**Start date**

No end date
  End after:  occurrence(s)
  End by:

[Full details](#)

For example, create a daily meeting.

Meet-Ups ▾

Refresh Today < > 08/28/2022 - 10/08/2022

Sunday	Monday	Tuesday	Wednesday
28 11:30 AM Daily Meet Up	29 11:30 AM Daily Meet Up	30 11:30 AM Daily Meet Up	31 11:30 AM Daily Meet Up
4 11:30 AM Daily Meet Up	5 11:30 AM Daily Meet Up 3:00 PM Company All Han... 9:00 PM Design review + 1 more	6 12:30 AM Design editorial ... 11:30 AM Daily Meet Up	7 11:30 AM Daily Meet Up

This way, you can create events of recurrence conditions: daily, weekly, monthly, or yearly on a specific date, only on work days.

Make this a repeating event.

Pattern

Daily  
 Weekly  
 Monthly  
 Yearly

Day 28 of every 1 month(s)  
 The first of every 1 month(s)

Date Range

Start date: 8/28/2022

No end date  
 End after: 10 occurrence(s)  
 End by:

Sunday  
 day  
 weekday  
 weekend day  
 Sunday  
 Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday

Indeed, you can also set the end of repeating, for example, for a chosen number of occurrences.

Date Range

Start date: 8/28/2022

No end date  
 End after: 10 occurrence(s)  
 End by:

You can edit a single event or a series.

The screenshot shows an Outlook calendar for the period from 08/28/2022 to 10/08/2022. The calendar displays a series of recurring events titled "Daily Meet Up" occurring every Monday and Tuesday at 11:30 AM. A detailed view of a specific event is shown in the foreground, with the following information:

- Title:** Daily Meet Up
- Date/Time:** 08/30/2022, 11:30 AM - 12:00 PM
- Status:** Busy
- Importance:** Normal
- Location:**
- Organizer:** Design
- Attendees:** Design, MOD Administrator
- Description:** Microsoft Teams meeting

At the bottom of the event view, there are three buttons: "Edit series" (highlighted with a green box), "Edit" (highlighted with a blue box), and "Delete".

It is also possible to save a single recurrent event to your Outlook calendar. For example, when you need to add to your Outlook Calendar a certain event from the whole series. This action will generate the iCal file as described in the "[Virto Calendar Online — Export of ICS files to the Outlook](#)" article in our blog.

The screenshot shows an Outlook calendar with a "Daily Meet Up" series. A detailed view of an event is shown in the foreground, with the following information:

- Title:** Daily Meet Up
- Date/Time:** 09/06/2022, 11:30 AM - 12:00 PM
- Description:** Microsoft Teams meeting
- Join on your computer or mobile app:** [Click here to join the meeting](#)
- Meeting ID:** 266 660 690 659
- Passcode:** s7ytdH
- Download Teams | Join on the web**
- Or call in (audio only):** +1 872-239-8420,,731557799# United States, Chicago
- Phone Conference ID:** 731 557 799#
- Find a local number | Reset PIN**
- Learn More | Meeting options**

At the bottom of the event view, there are three buttons: "Edit series" (highlighted with a green box), "Edit" (highlighted with a blue box), and "Delete". Below these buttons is a button labeled "Add to my calendar".

## Adding SharePoint Events to your Outlook Calendar

In some cases, you may need to **add a SharePoint event to their Outlook calendar**. Virto Calendar Online app for Office 365 supports adding SharePoint events of the Calendar to your Outlook.

To complete Adding **SharePoint events to your Outlook**, the system creates an iCalendar (.ics) file, which you use later on to add an event to the Outlook.

In this use case, a team has a corporate Virto Calendar overlay with events from different data sources. Some of them are taken from Outlook and others from SharePoint. Let us imagine that an HR manager has just created a SharePoint events list of Soft Skills trainings for the team and added them to the Virto Calendar.

We have hidden some events of the Calendar to highlight the events of **“Soft Skills Master Class”** data source. You can find in this training schedule the courses for improving the soft skills:

- workspace organization,
- productivity & creativity,
- goal setting,
- emotional intelligence,
- time management,
- customer service,
- strategic planning,
- leadership skills
- and business etiquette.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	SEP, 1	2	3	4	
Workspace Organization for ...	Workspace Organization f...	Workspace Organization f...	Boost Productivity & Creativ...	Boost Productivity & Creati...	
7	8	9	10	11	
Goal Setting for Life, Career &...	Goal Setting for Life, Caree...	Emotional Intelligence	Boost Productivity & Creativ...	Time Management Skills	
14	15	16	17	18	
Leadership Skills vs. Manage...	Leadership Skills vs. Management	Leadership Skills vs. Manage...	Business Etiquette & Professi...	Time Management Skills	
21	22	23	24	25	
Customer Service Skills	Customer Service Skills	Customer Service Skills	Business Etiquette & Profe...	Time Management Skills	
28	29	30	OCT, 1	2	
Customer Service Skills	Strategic Planning Skills	Strategic Planning Skills	Business Etiquette & Profe...	Time Management Skills	

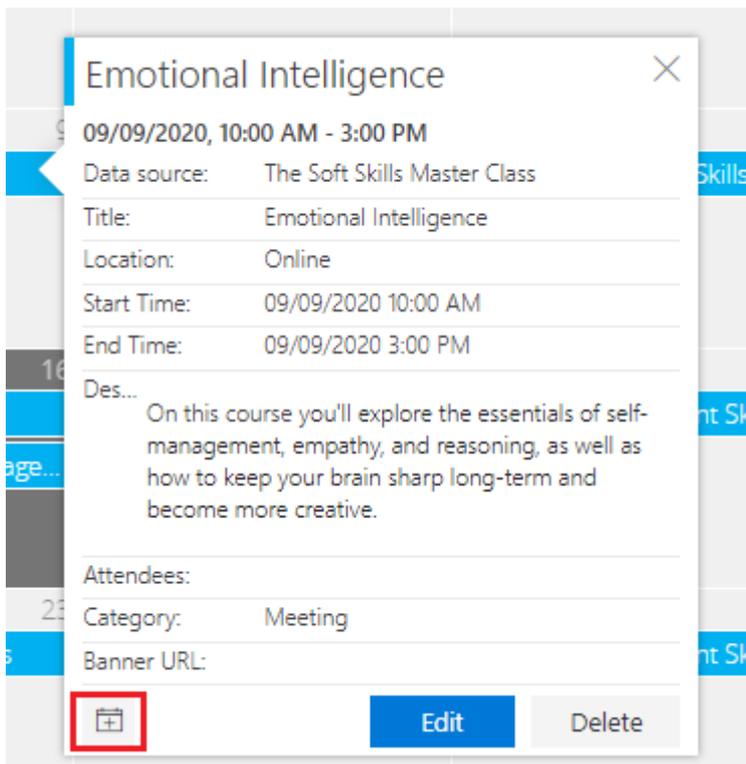
HR offers the team to choose the courses they'd like to attend. The team members may take a look and decide which ones they really prefer.

The screenshot shows a calendar interface with a tooltip for an event titled "Emotional Intelligence". The tooltip is displayed over the event on the calendar. The event details are as follows:

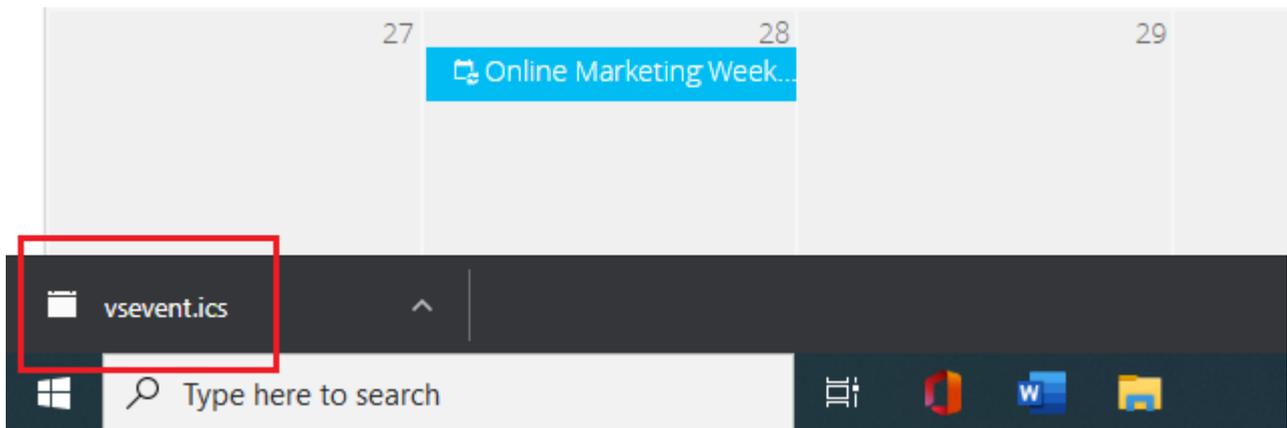
- Title:** Emotional Intelligence
- Location:** Online
- Start Time:** 09/09/2020 10:00 AM
- End Time:** 09/09/2020 3:00 PM
- Description:** On this course you'll explore the essentials of self-management, empathy, and reasoning, as well as how to keep your brain sharp long-term and become more creative.
- Category:** Meeting
- Attendees:** (empty field)
- Banner URL:** (empty field)

At the bottom of the tooltip, there are two buttons: "Edit" and "Delete".

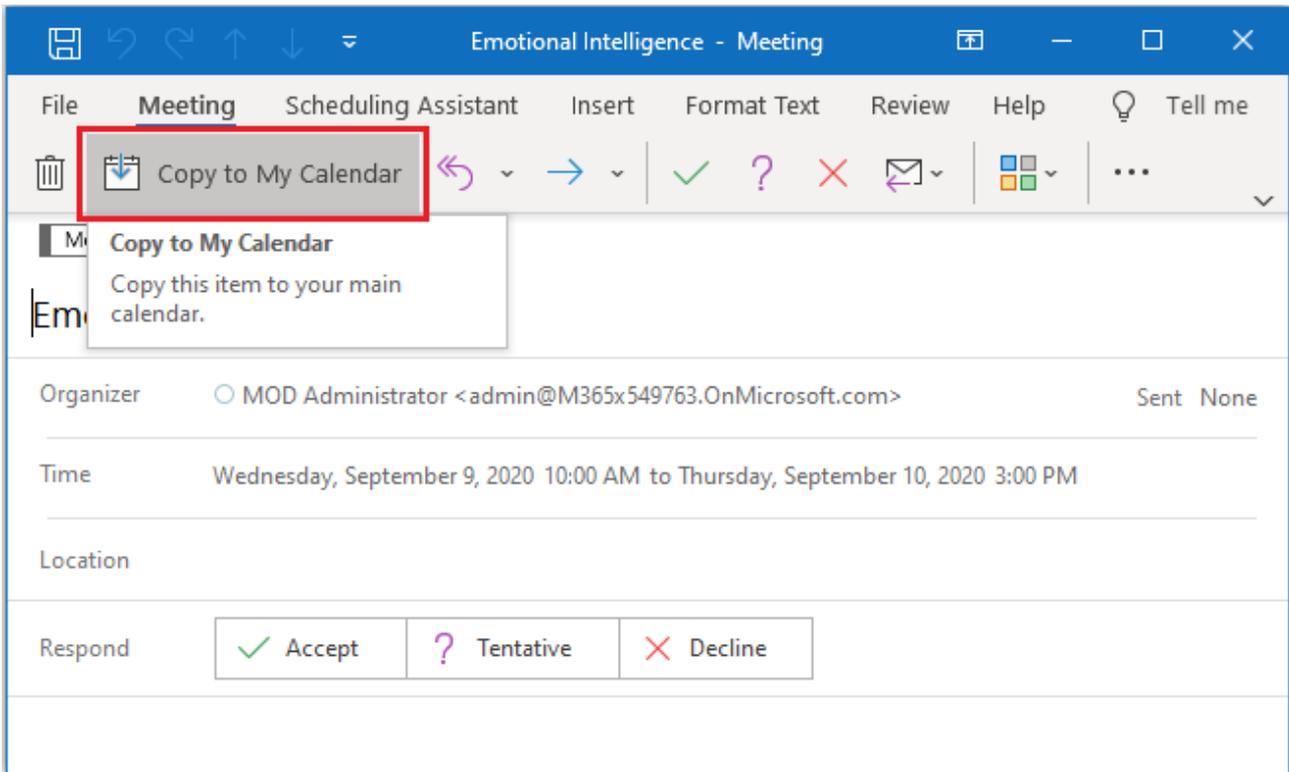
Click the event and use the **"Add"** icon on the left in the tooltip appeared.



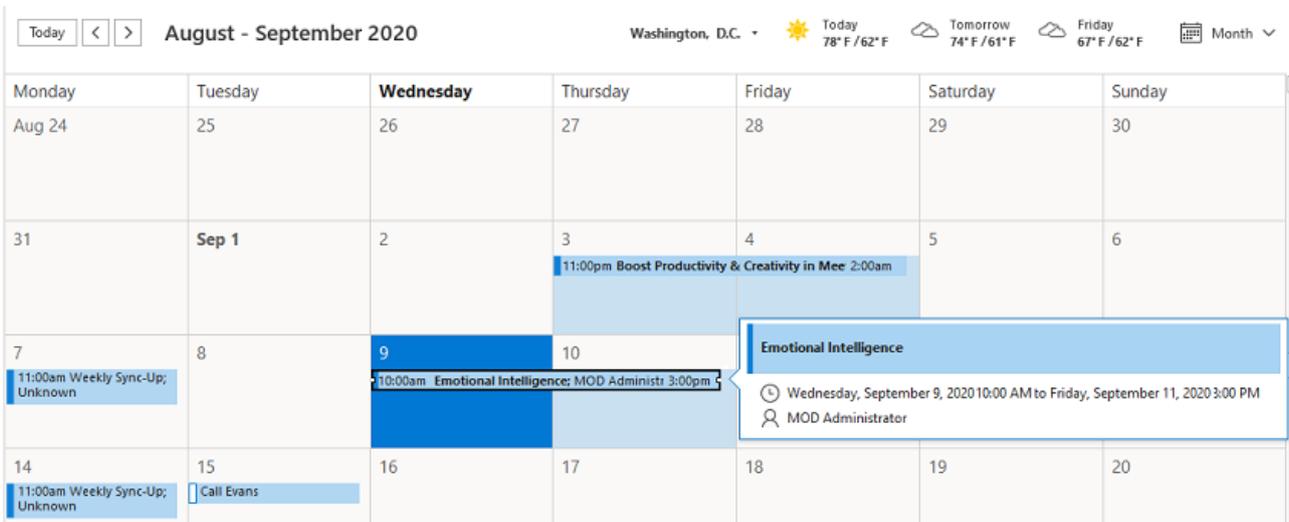
Save the automatically generated **.ics** file and click it.



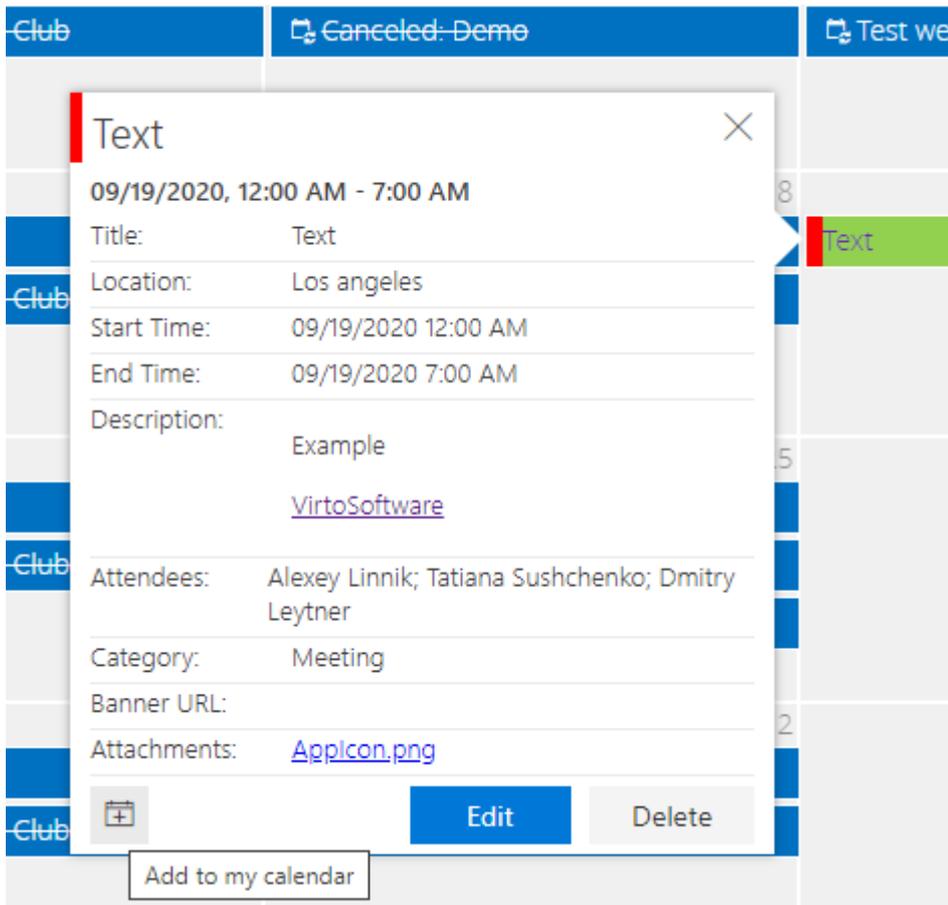
Click "**Copy to my calendar**" in the Outlook event window as it appears on the screen.



The chosen event will appear in your Outlook calendar with the same data as in the Virto Calendar.



This way the team members can add any events they wish to see in their Outlook and join chosen courses according to the schedule.

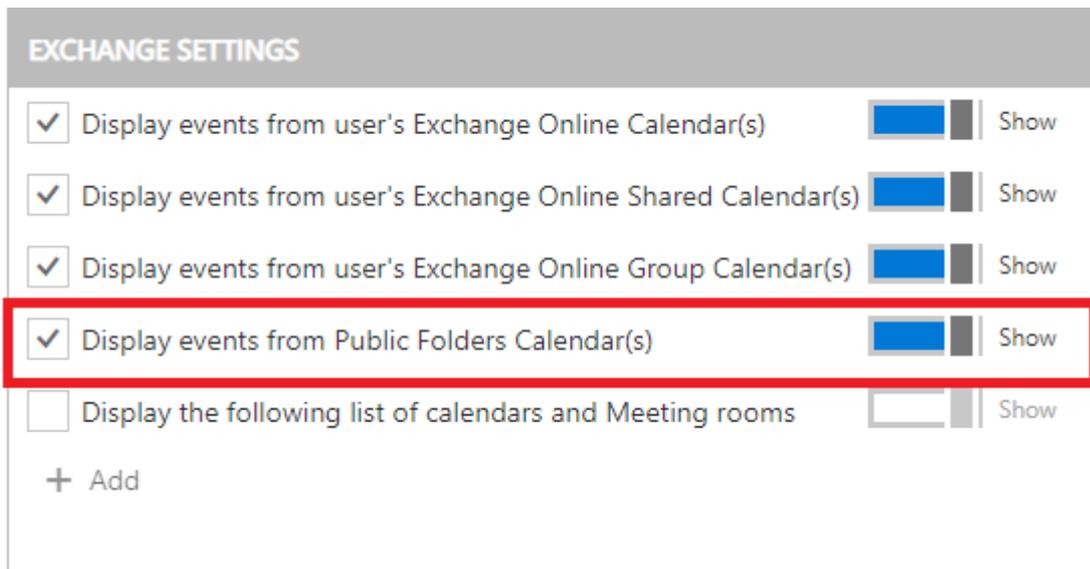


## Creating a Public Folder Calendar

Many companies need a shared calendar. It might be a schedule of department meetings, online course calendar, the plan of vacations or any other corporate calendar. Some organizations use Office 365 mailbox and create a **public folder calendar** for this purpose. Then, the team members add it to the Outlook. You can add your public folder calendar as a data source to the Virto Calendar app and use it with your colleagues.

If you do not have a public folder mailbox yet, you will need to create it using the Exchange Admin Center and then in the "Public folders" section. Then create the Calendar folder using MS Outlook.

Go to app settings and select the checkbox "Display Events from Public Folders Calendar (s)".

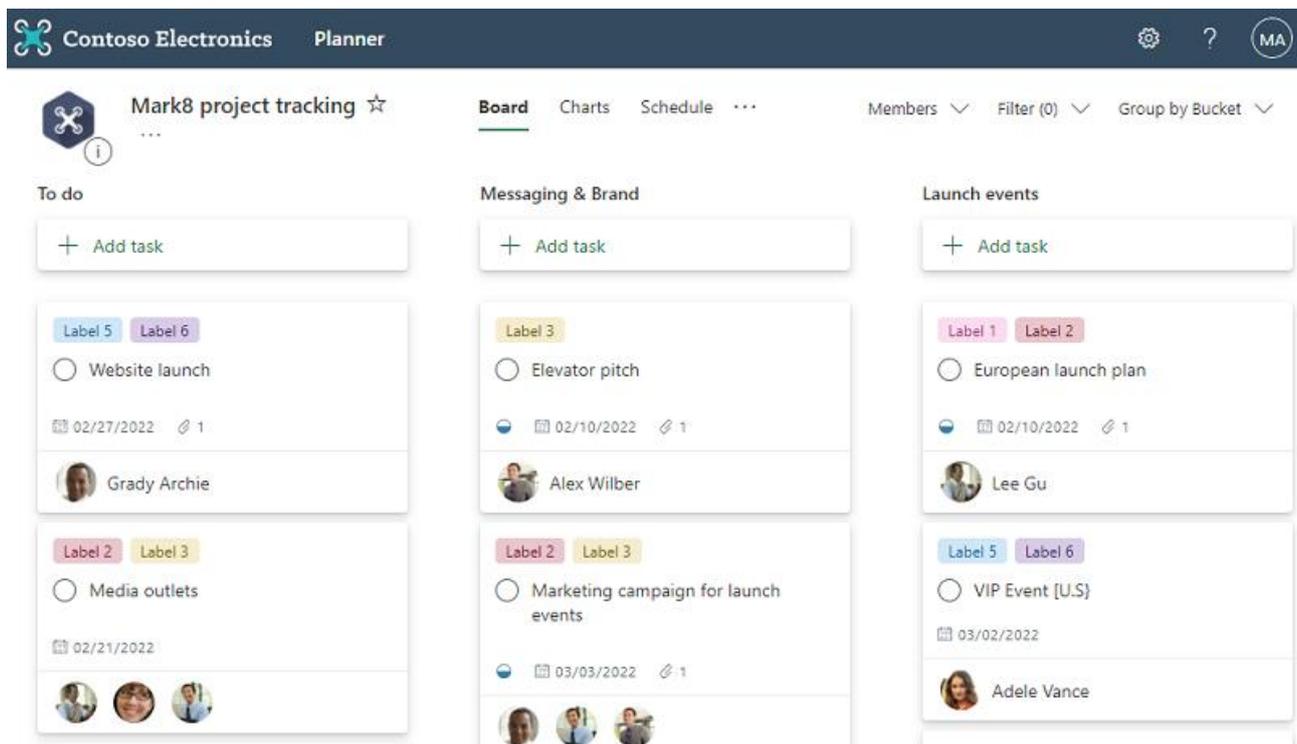


Now the public folder calendar events will appear in your Virto Calendar Overlay.

## Adding Tasks from MS Planner to your Shared Calendar

Virto Calendar Online for Office 365 supports adding items from MS Planner to your shared Calendar for efficient collaboration and planning a team's work.

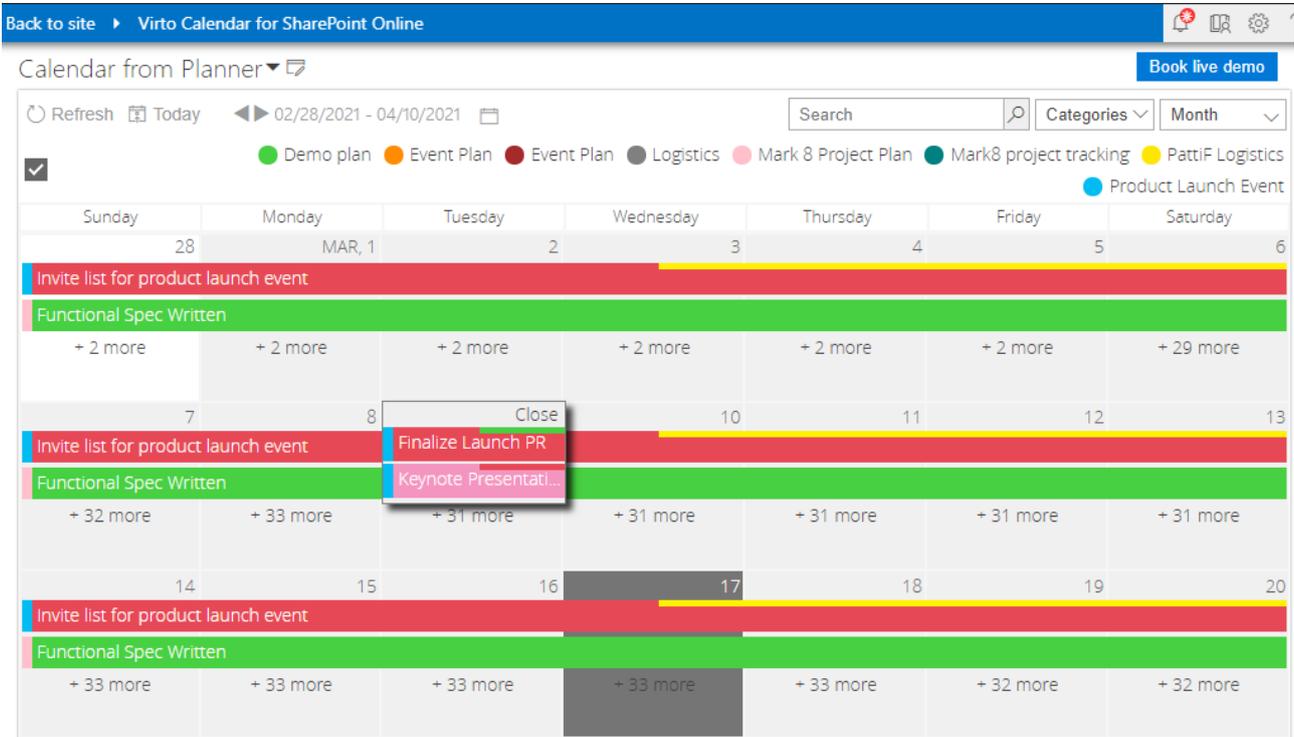
Quite a large group of VirtoSoftware clients uses Microsoft Planner to organize teamwork. This intuitive O365 tool helps to visualize task management and provides such features as content-rich task cards, checklists, labels, charts, and others.



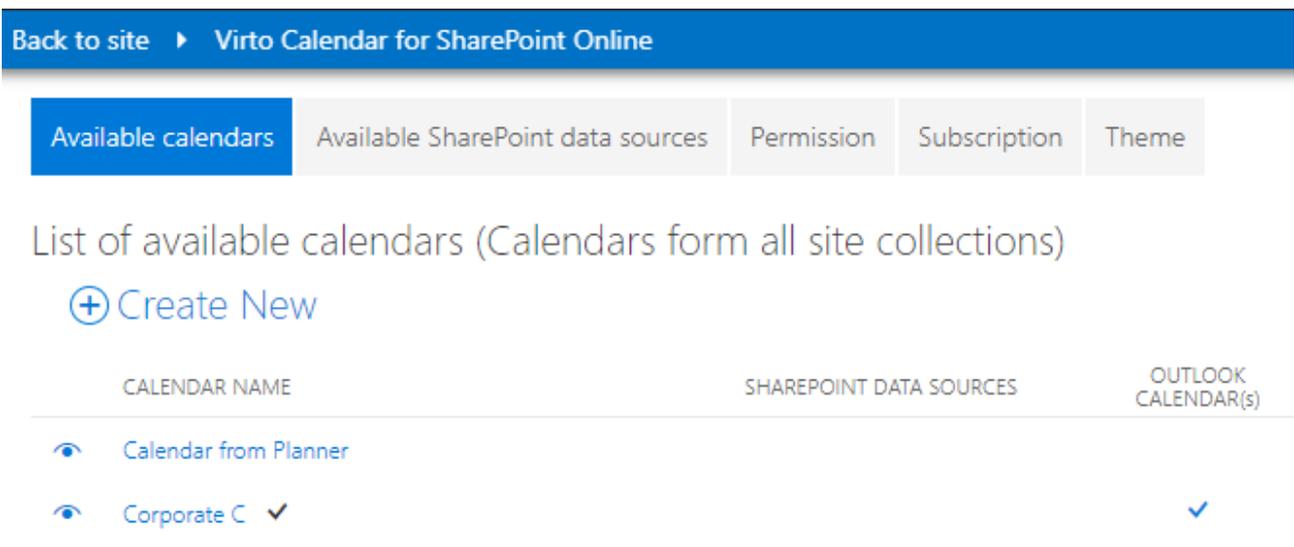
But there are some cases when it's not enough. For instance, if you need to track events in the

Calendar together with tasks from Planner. It seems to be no other option than switching between the apps all the time and check how is it going here and there.

With Virto Calendar App you just add tasks from your Planner to Virto Calendar and get them in a single view.



Go to the Virto Calendar settings and open “Available Calendars”. Click “Create New” or open the existing calendar where you’d like to add Planer’s tasks.



Then choose the checkbox “Display tasks from MS Planner”.

## Edit calendar

General settings Multiday settings Month settings Year settings Task settings

CALENDAR NAME \*

Select displayed data sources

Add existing data source Create new SharePoint data source

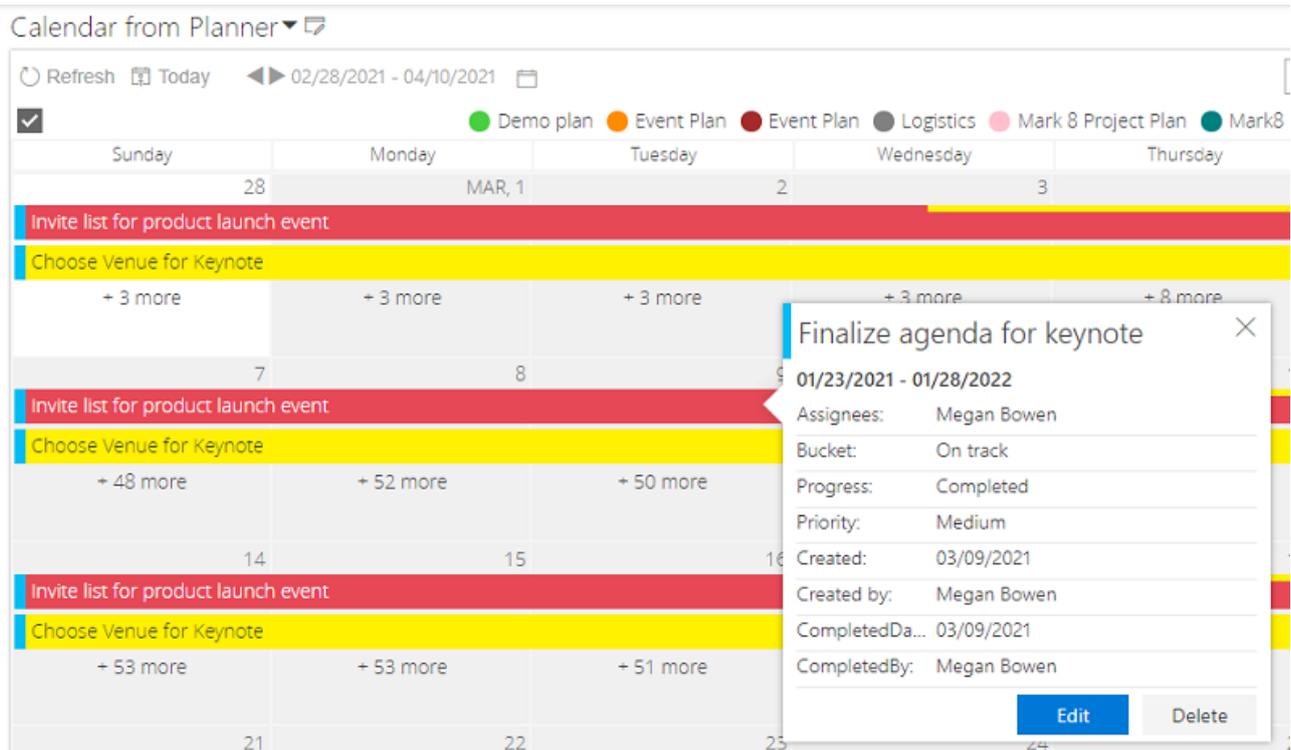
Show Data Source name in tooltip

**EXCHANGE SETTINGS**

<input type="checkbox"/> Display events from user's Exchange Online Calendar(s)	<input type="checkbox"/> Show
<input type="checkbox"/> Display events from user's Exchange Online Shared Calendar(s)	<input type="checkbox"/> Show
<input type="checkbox"/> Display events from user's Exchange Online Group Calendar(s)	<input type="checkbox"/> Show
<input type="checkbox"/> Display events from Public Folders Calendar(s)	<input type="checkbox"/> Show
<input checked="" type="checkbox"/> Display tasks from MS Planner	<input checked="" type="checkbox"/> Show
<input type="checkbox"/> Display the following list of calendars and Meeting rooms	<input type="checkbox"/> Show

Do not forget to scroll down and save the calendar settings.

As a result, the Planner's tasks appear in the shared calendar. Now you can see all of them in a single view and track them without switching between the apps.



## Adding Internet Calendars (iCalendar)

Virto Calendar App for Microsoft Teams and Office 365 supports adding iCalendar feeds to your Virto Calendar view.

An iCalendar feed or .ics feed is a **unique calendar format** you can use to work with most calendar solutions.

Its key purpose is to share calendar data between different calendars and calendar applications. Virto Calendar supports adding events from internet calendars supporting iCal feeds with the help of the iCalendar link.

To add events from an external calendar service to Virto Calendar, you always need to do three simple steps:

- 1) Create a new Virto Calendar where you'd like to add events.
- 2) Go to the external Calendar, for example, Google calendar, and generate a calendar link.
- 3) Add copied link to Virto Calendar. (Find "Internet Calendars" in Calendar settings).



Public address in iCal format

<https://calendar.google.com/calendar/ical/rqh8o71gg3kmdgo9s2cq20e0n0%40group.calendar>

Use this address to access this calendar from other applications.

Warning: The address won't work unless this calendar is public.

Secret address in iCal format

.....



Use this address to access this calendar from other applications without making it public.

Warning: You should not give the secret address to other people. [Learn more](#)

You can reset this address and make the current one invalid.

Now open the Virto Calendar settings and add copied link to the **Internet Calendars** block.

**INTERNET CALENDARS**

+ Add

↑ ↓

#0099ff
✕

You can add here URL link to any ICS (iCalendar) calendar

As a result, all the events from Google Calendar appear in the Virto Calendar.

Back to site ▶ Virto Calendar for SharePoint Online
🔔 🗨

Calendar ▾ Book live demo

Refresh Today < > 06/26/2022 - 08/06/2022 Search Month ▾

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27 12:00 PM Dai... 🔄	28 12:00 PM Dai... 🔄	29 12:00 PM Dai... 🔄	30 12:00 PM Dai... 🔄	JUL 1 12:00 PM Dai... 🔄	2
3	4 12:00 PM Dai... 🔄	5 12:00 PM Dai... 🔄	6 12:00 PM Dai... 🔄	7 12:00 PM Dai... 🔄	8 12:00 PM Dai... 🔄	9
10	11 12:00 PM Dai... 🔄	12 12:00 PM Dai... 🔄	13	14 12:00 PM Dai... 🔄	15 12:00 PM Dai... 🔄	16

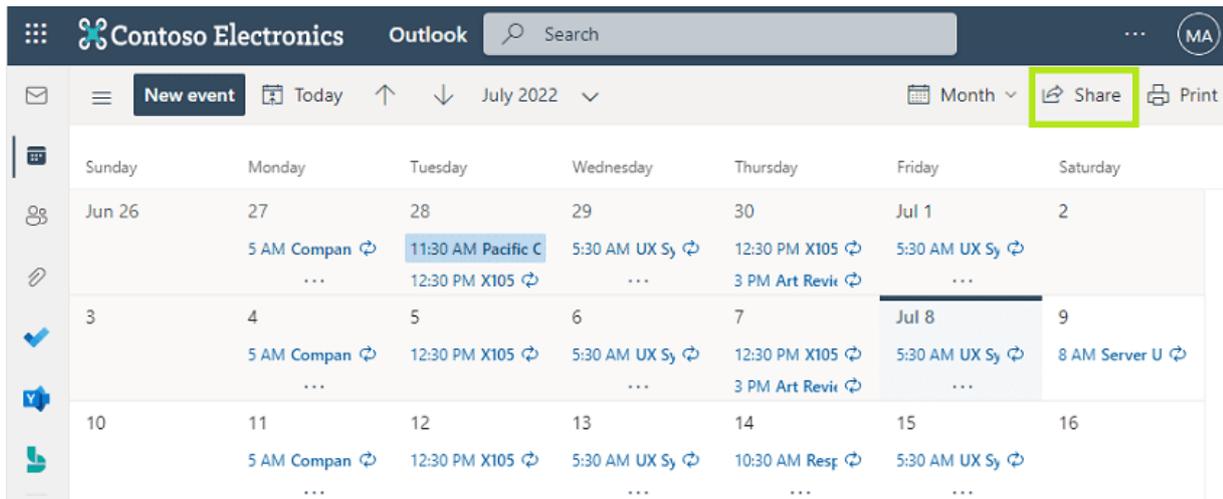
### How to Get an iCal Link from Office365?

Open your Office 365 calendar.

Find the Share option in the right-hand upper corner.

Click the Share hyperlink.

Type your email and send the link to yourself. Then, copy the received link and paste it to the Virto Calendar described above.



Using this option of Virto Calendar, you can add events from any external Calendar that supports the iCalendar feed.

## Virto Mini Calendar for Office 365/SharePoint Online

To start using the new [Virto Mini Calendar app](#), please update it through the app store on your SharePoint site. When the update is installed, you can instantly add Mini Calendar to your SharePoint site page.

### Compact View

Now you can use the Virto Mini Calendar as a compact app. A compact style makes it possible to fit Mini Calendar into your SharePoint site pages in a harmonious way. The app is compatible with various SharePoint page templates and can be added to the page with several columns or blocks.

SharePoint

Home Test Subsite Community Subsite Infrastructure&Transport Special Projects EDIT LINKS

Search this site

**VIRTO SOFTWARE** VirtoWay Team Site

Home Virto Calendar add in for Office 365

Product Uploader  
Kanban  
Dev tasks Kanban board  
Kanban Sales Pipeline  
Notebook  
Documents  
Pages  
Subsites  
Test Subsite  
Community Subsite  
Kanban list lookup  
Product roadmap  
Customers use cases  
Site contents  
Calendar modern design  
CalColorLookup  
Recent  
don  
Alerts for Office 365 by Virto - ENT  
Alert Monthly Pattern  
FormsSig  
EL\_TEST\_PROD  
TestAlerts

Calendar Manage... 07/28/2019 - 09/07/2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Tomorrow

- 09:45 - 15:00 | Stand-Up with product ...

27.05, Fr

- 10:00 - 14:00 | Birthday Kirill Vasin

01.06, We

- 10:30 - 11:00 | Prepare presentation ...

Attendees:

- Dmitriy Leytner
- Ekaterina Krylova
- Andrey Ustinov

Importance: Normal  
Location: Microsoft Teams Meeting

## Calendar and List of Events

Virto Mini Calendar displays its items both in a calendar and as a list. The days with scheduled events are marked with a grey point in the calendar and with a color-coded point in the list (check the calendar source modern settings to see the colors of added data sources).

Virto Mini Calendar add-in

Test demo calen... 05/31/2020 - 07/11/2020

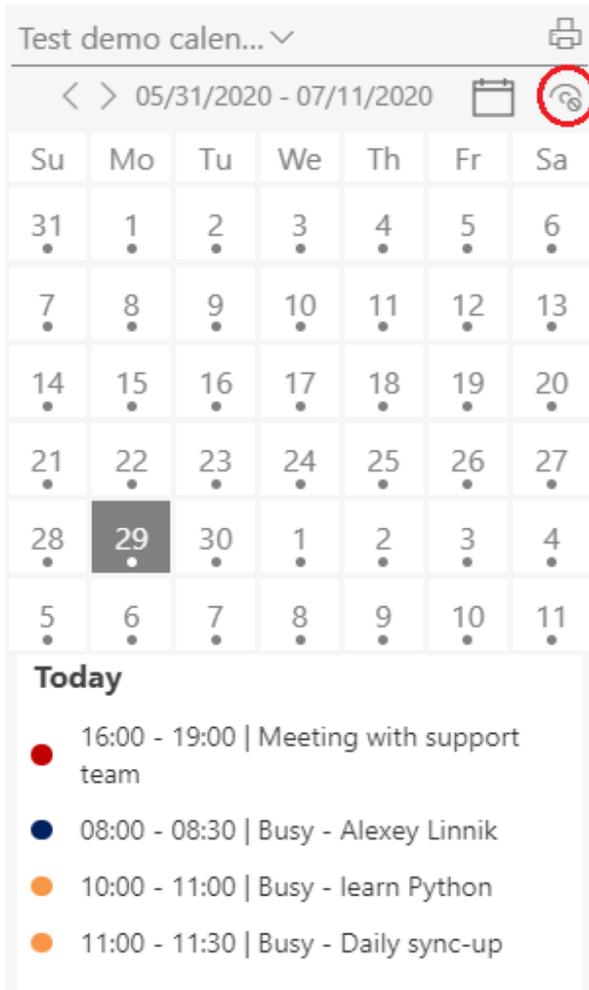
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today

- 16:00 - 19:00 | Meeting with support team
- 10:00 - 11:00 | Busy - learn Python
- 11:00 - 11:30 | Busy - Daily sync-up
- 11:00 - 11:30 | Fwd: Daily sync-up
- 11:00 - 11:30 | Tentative - Alexey Linnik
- 12:00 - 13:00 | Mentoring Lunch
- 14:45 - 15:15 | Busy - Alexey Linnik

Click an eye icon to hide the calendar and display events as a list of items. This option may be especially useful when you have everyday events. In this case, the event point is less informative because you will see it for every date of your mini calendar. So just hide the calendar and view events as a list if it is more appropriate for you.

### Virto Mini Calendar add-in



Test demo calen... ▾ 

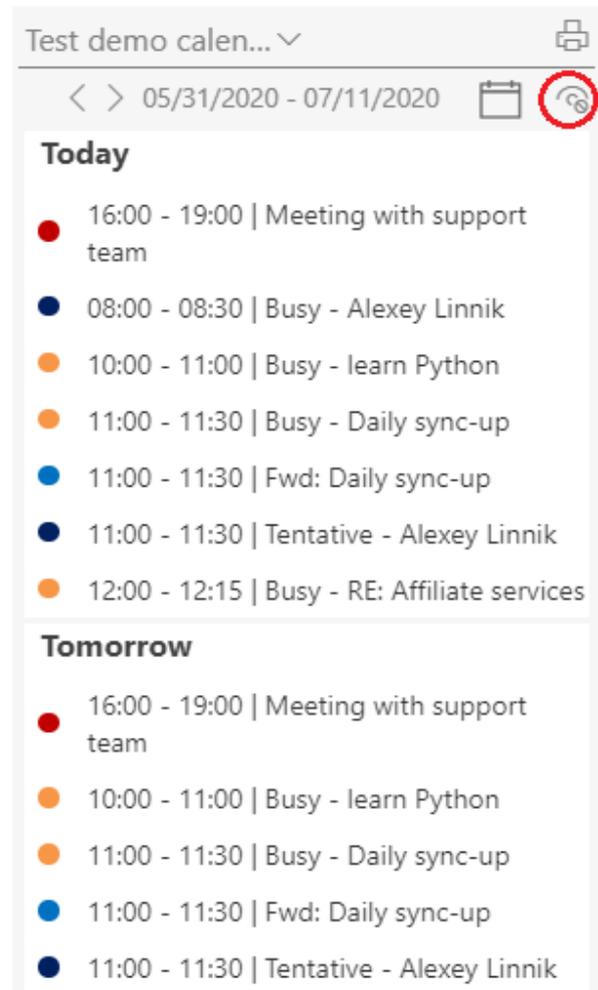
< > 05/31/2020 - 07/11/2020  

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

**Today**

- 16:00 - 19:00 | Meeting with support team
- 08:00 - 08:30 | Busy - Alexey Linnik
- 10:00 - 11:00 | Busy - learn Python
- 11:00 - 11:30 | Busy - Daily sync-up

### Virto Mini Calendar add-in



Test demo calen... ▾ 

< > 05/31/2020 - 07/11/2020  

**Today**

- 16:00 - 19:00 | Meeting with support team
- 08:00 - 08:30 | Busy - Alexey Linnik
- 10:00 - 11:00 | Busy - learn Python
- 11:00 - 11:30 | Busy - Daily sync-up
- 11:00 - 11:30 | Fwd: Daily sync-up
- 11:00 - 11:30 | Tentative - Alexey Linnik
- 12:00 - 12:15 | Busy - RE: Affiliate services

**Tomorrow**

- 16:00 - 19:00 | Meeting with support team
- 10:00 - 11:00 | Busy - learn Python
- 11:00 - 11:30 | Busy - Daily sync-up
- 11:00 - 11:30 | Fwd: Daily sync-up
- 11:00 - 11:30 | Tentative - Alexey Linnik

### Move to the Date

Virto Mini Calendar is extremely easy-to-use and very simple to navigate between the dates. Just click the event point to move to the required date. Moreover, if you click an empty day, add the event window appears (please check your app version before you try this option).

## Virto Mini Calendar add-in

Test demo calen... ▾ 

< > 05/31/2020 - 07/11/2020  

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

**02.07, Th**

- 16:00 - 19:00 | Meeting with support team
- 08:00 - 07:59 | Busy - Alexey Linnik
- 10:00 - 11:00 | Busy - learn Python
- 11:00 - 11:30 | Busy - Daily sync-up
- 11:00 - 11:30 | Fwd: Daily sync-up

**Event Details**

If you click an event in the list, you will see the detailed information provided for it according to your calendar settings — schedule, attendees, importance type, location, organizer, and etc. The color-coded category is also shown on the bottom of the displayed block. To hide the event back, just click its title once again.

**03.07, Fr**

● 16:00 - 19:00 | Meeting with support team

Title: Meeting with support team  
 Location: Office – Meeting Room  
 Start Time: 06/27/2016  
 End Time: 09/28/2054  
 Description: New support plan  
 Attendees: Tom Evans, Philip Mora  
 Category: Meeting

■ **New demo SP Calendar**

● 10:00 - 11:00 | Busy - learn Python

● 11:00 - 11:30 | Busy - Daily sync-up

## Range of Dates

Mini Calendar displays a list of events starting with a current day (“Today”) by default. But if you wish to view previous events as well, just click the date. This action will show the list of previous events as well.

Virto Mini Calendar add-in

Test demo calen... ▾ 

< > 05/31/2020 - 07/11/2020  

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	<b>29</b>	30	1	2	3	4
5	6	7	8	9	10	11

**Today**

- 16:00 - 19:00 | Meeting with support team
- 08:00 - 08:30 | Busy - Alexey Linnik
- 10:00 - 11:00 | Busy - learn Python
- 11:00 - 11:30 | Busy - Daily sync-up
- 11:00 - 11:30 | Fwd: Daily sync-up
- 11:00 - 11:30 | Tentative - Alexey Linnik
- 12:00 - 12:15 | Busy - RE: Affiliate services

Virto Mini Calendar add-in

Test demo calen... ▾ 

< > 05/31/2020 - 07/11/2020  

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

**08.06, Mo**

- 16:00 - 19:00 | Meeting with support team
- 11:00 - 11:30 | Busy - Daily sync-up
- 11:00 - 11:30 | Fwd: Daily sync-up
- 11:00 - 11:30 | Tentative - Alexey Linnik

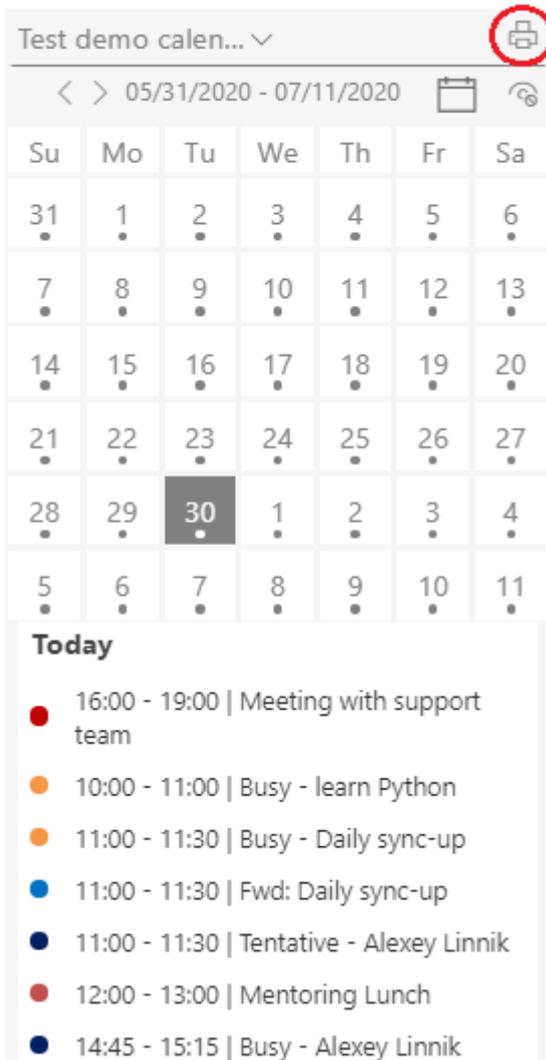
**09.06, Tu**

- 16:00 - 19:00 | Meeting with support team

## Print Settings

The previous versions of Virto Mini Calendar allowed printing the visible range of Mini Calendar events. We have improved this part of the app settings as well. Now you can print the full list of events in case the scrolling is active.

### Virto Mini Calendar add-in



Test demo calen... ▾ 

< > 05/31/2020 - 07/11/2020  

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

**Today**

- 16:00 - 19:00 | Meeting with support team
- 10:00 - 11:00 | Busy - learn Python
- 11:00 - 11:30 | Busy - Daily sync-up
- 11:00 - 11:30 | Fwd: Daily sync-up
- 11:00 - 11:30 | Tentative - Alexey Linnik
- 12:00 - 13:00 | Mentoring Lunch
- 14:45 - 15:15 | Busy - Alexey Linnik

## Switch to Virto Calendar App with a Single Click

To switch to the Virto Calendar App, just click the button in the right top corner to open Virto Calendar and see the whole picture of your events.

SharePoint

BROWSE PAGE

- Product Uploader
- Products News
- Kanban
- Dev tasks Kanban board
- Kanban Sales Pipeline
- Notebook
- Documents
- Pages
- Subsites
  - Test Subsite
  - Community Subsite
- Kanban list lookup
- Product roadmap
- Customers use cases
- VS Vacations
- Site contents
- Calendar modern design
- CalColorLookup
- Recent

### Virto Mini Calendar add-in

cal ▼  

< > 12/27/2020 - 02/06/2021  

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

**Today**

- 2:00 AM - 2:30 AM | Solution team meeting
- 2:30 AM - 3:00 AM | Alpha Bravo team stand-up meeting
- 3:00 AM - 3:30 AM | Fwd: Virto Monthly Newsletter - prepare the content
- 3:00 AM - 3:30 AM | Heroes of Might and