



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

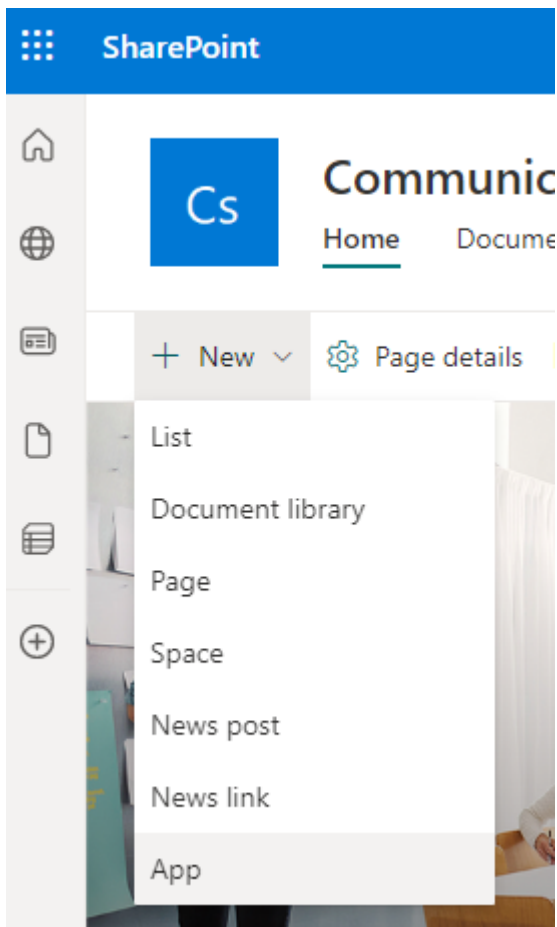
The license activation instruction is in our blog in the "[Virto Web License Manager](#)" article.

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."

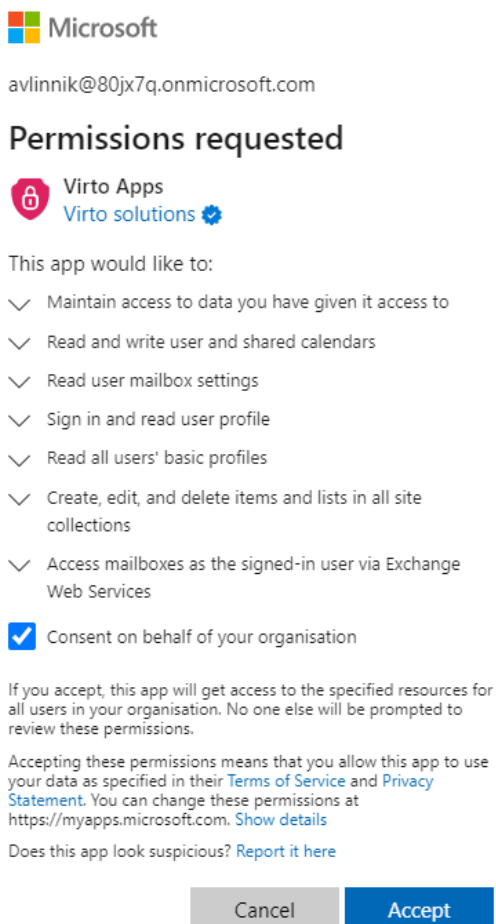
Step 3

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.



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.
You 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](#)

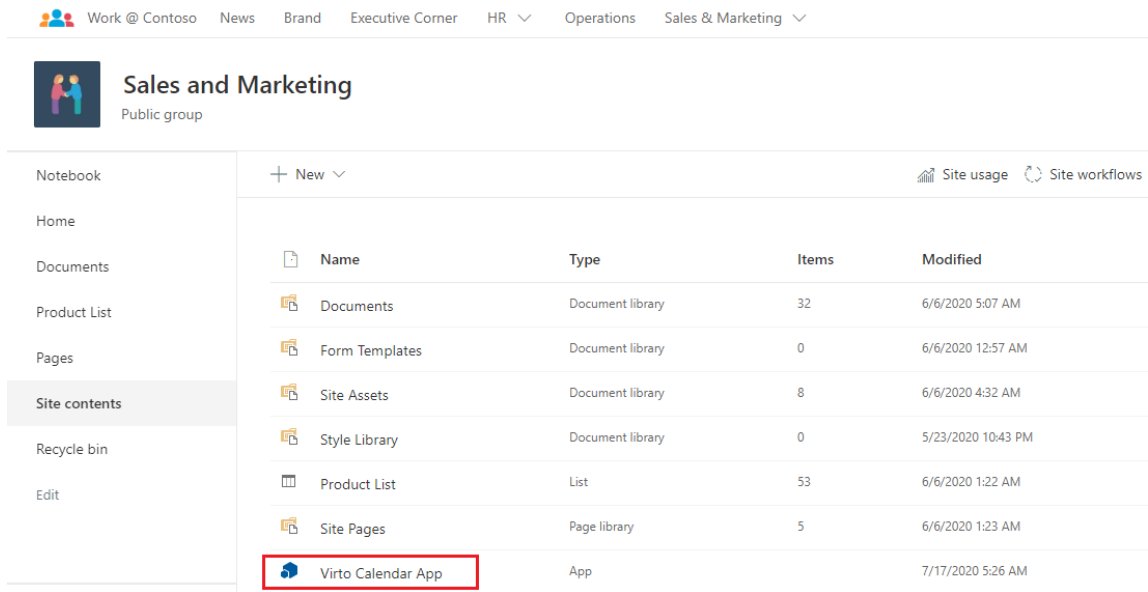
Cancel

Accept

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

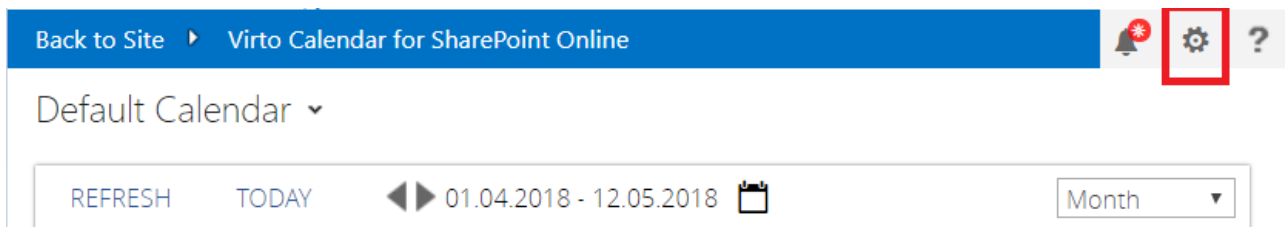
If you need any help with Virto Calendar authorization, don't hesitate to get in touch with our support team at support@virtosoftware.com or [submit a ticket](#).

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



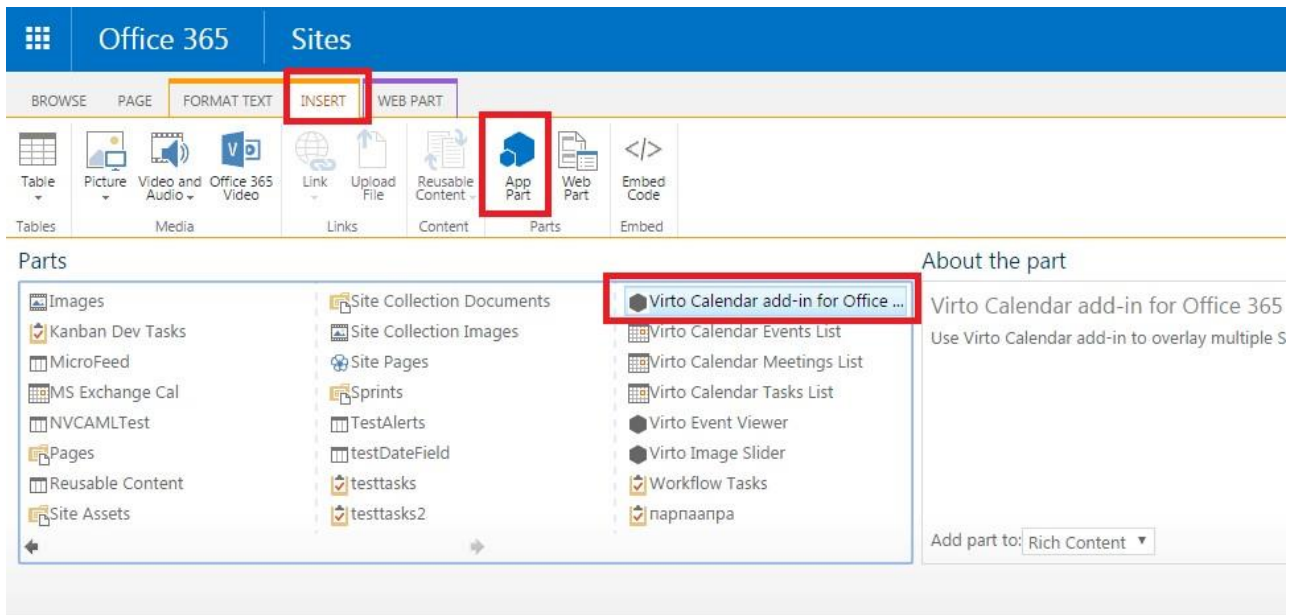
Also, you can install the Calendar App directly from MS Teams and use it then as a separate tab in a chosen Teams channel. You can find the detailed instruction in the [“How to Install Virto Calendar Overlay for MS Teams”](#) article of our blog or [watch the video on YouTube](#).

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.



Adding Virto Calendar as App Part

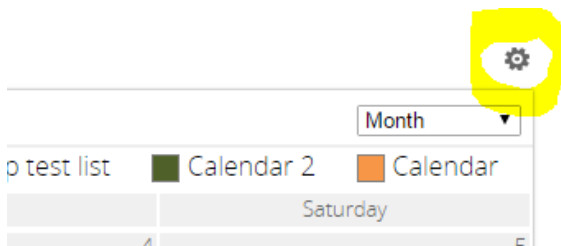
Go to a SharePoint site where you want to add the calendar and switch to edit mode. Then open “Insert” tab on ribbon and click “App Part”.



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

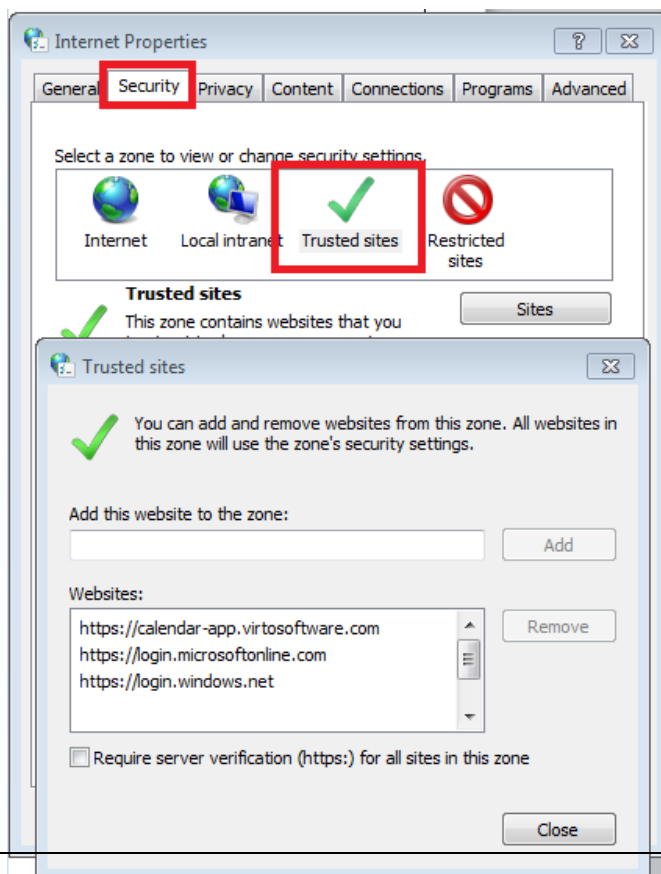
To display events in Virto Calendar press the button. If you are using Internet Explorer browser please add url <https://calendar-app.virtosoftware.com> to the list of trusted sites.

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:

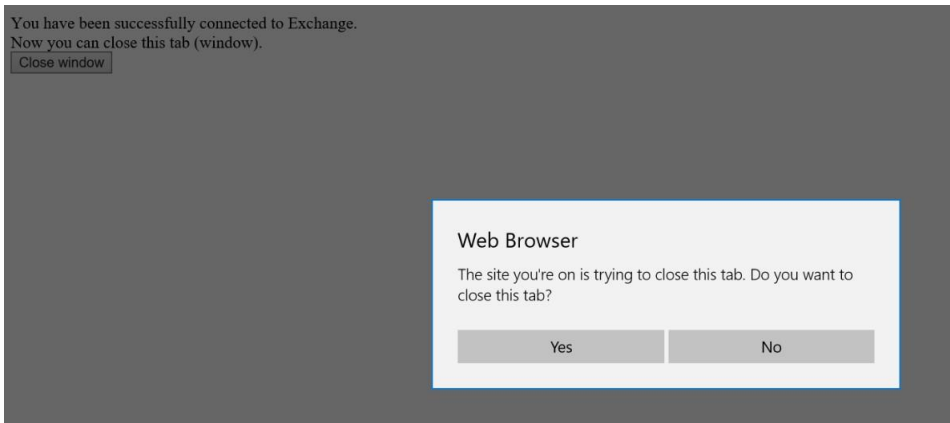
<https://calendar-app.virtosoftware.com>

<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.

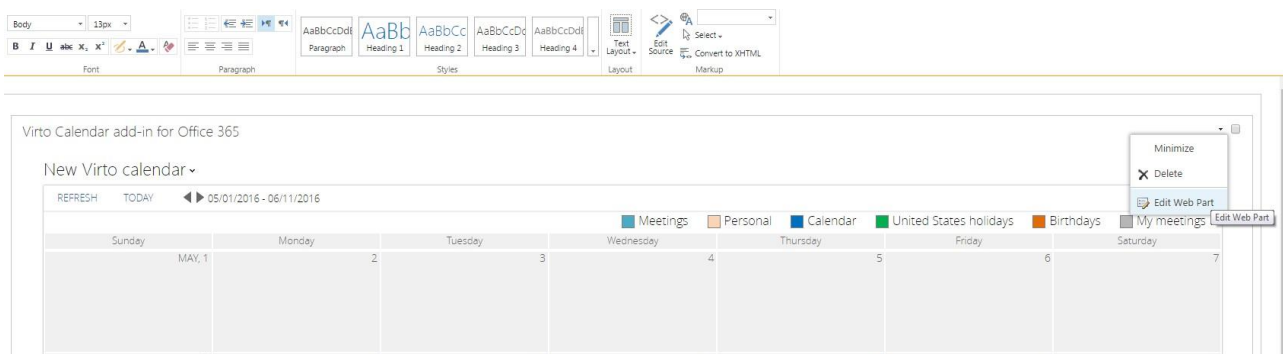


Reload SharePoint page to display Exchange Online Calendar on Virto Calendar.

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** - 15733932c4694601892ddb0780b05f75

Paste this ID to app part properties field.

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

New Virto calendar ▾

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



Virto Calendar Authorization
virtoway.com

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 assigning users directly 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 consentUser 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... ***
EWSS.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.

Work @ Contoso News Brand Executive Corner HR Operations Sales & Marketing


Sales and Marketing
 Public group

	+ New	Site usage	Site workflows																																
Notebook																																			
Home																																			
Documents																																			
Product List																																			
Pages																																			
Site contents																																			
Recycle bin																																			
Edit																																			
	<table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>Items</th> <th>Modified</th> </tr> </thead> <tbody> <tr> <td>Documents</td> <td>Document library</td> <td>32</td> <td>6/6/2020 5:07 AM</td> </tr> <tr> <td>Form Templates</td> <td>Document library</td> <td>0</td> <td>6/6/2020 12:57 AM</td> </tr> <tr> <td>Site Assets</td> <td>Document library</td> <td>8</td> <td>6/6/2020 4:32 AM</td> </tr> <tr> <td>Style Library</td> <td>Document library</td> <td>0</td> <td>5/23/2020 10:43 PM</td> </tr> <tr> <td>Product List</td> <td>List</td> <td>53</td> <td>6/6/2020 1:22 AM</td> </tr> <tr> <td>Site Pages</td> <td>Page library</td> <td>5</td> <td>6/6/2020 1:23 AM</td> </tr> <tr> <td>Virto Calendar App</td> <td>App</td> <td></td> <td>7/17/2020 5:26 AM</td> </tr> </tbody> </table>	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		
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. **Split** them with comma (,)

[Create & Go](#)

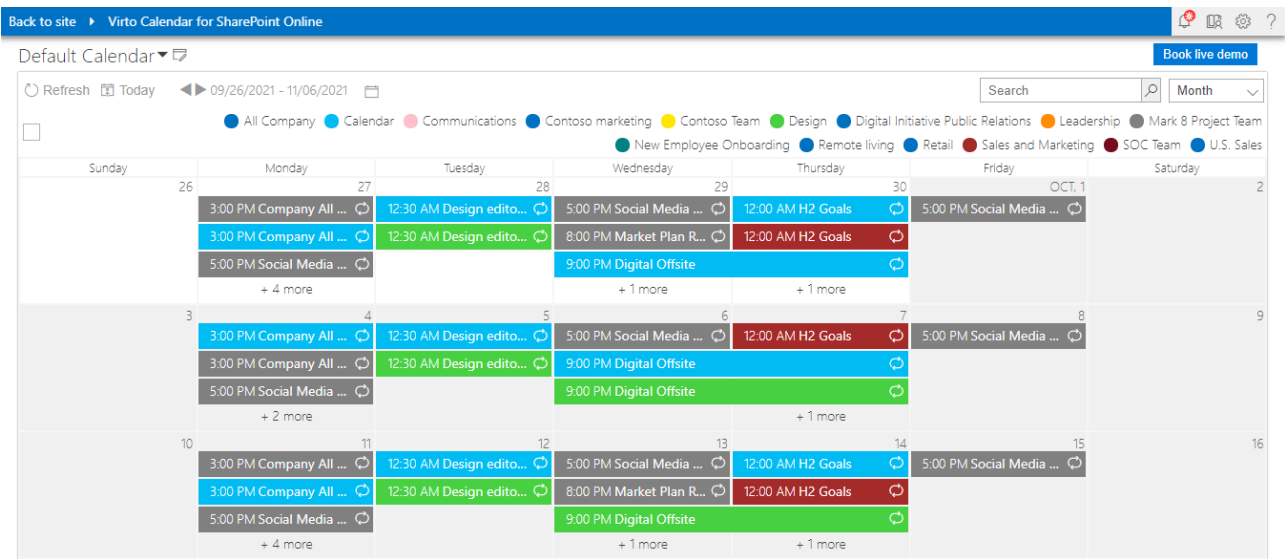
Note: To overlay Calendars from different Site Collections and (or) Calendars, Meeting Rooms from Exchange Online, you need to register Calendar Authorization App in your Azure Active Directory.

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.

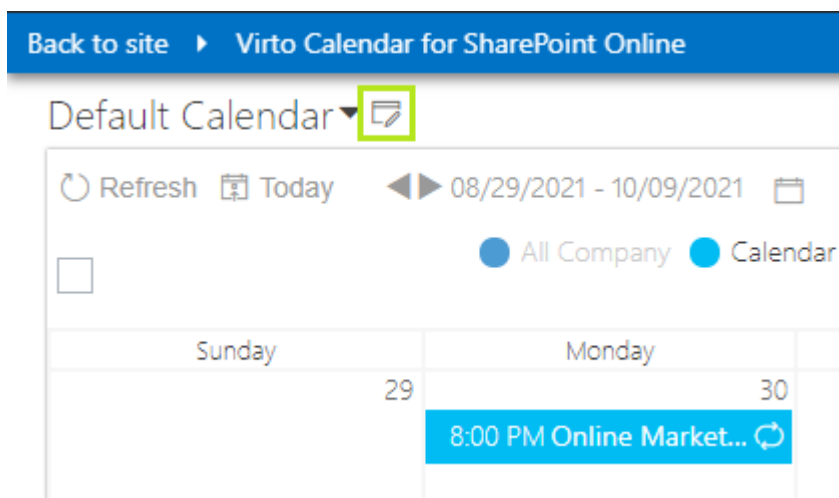
Your tenant admin should mark checkbox "Consent on behalf of your organization". Once it will be accepted, the Calendar Authorization App can get oAuth tokens from AAD, for that tenant and display Calendars from Exchange Online or other Site Collections. Once completed, all users within the organization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

Your first Virto Calendar is ready to use.



Editing a Calendar

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



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

☒ Display events from user's Exchange Online Calendar(s)

Show

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

Show

☒ Display events from user's Exchange Online Group Calendar(s)

Show

☐ Display events from Public Folders Calendar(s)

Show

☐ Display tasks from MS Planner

Show

☒ Display the following list of calendars and Meeting rooms

Show

+ Add

☐ 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

↑ ↓

type name here

#f79646

×

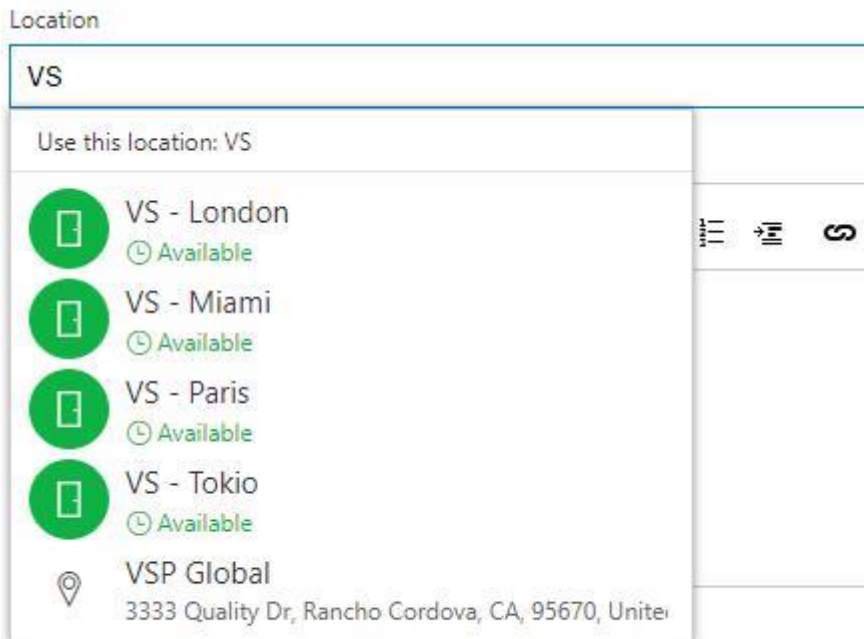
type url here

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

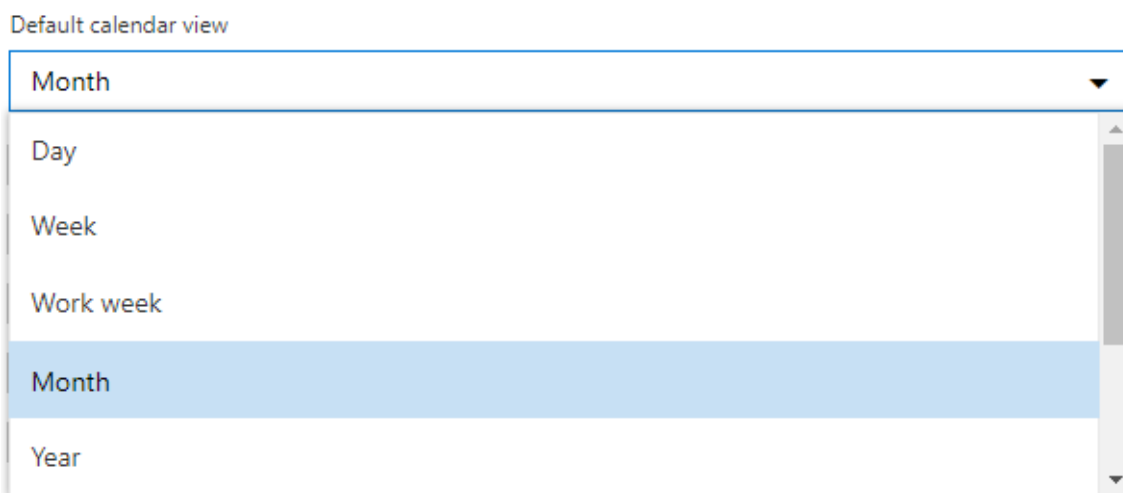
The Virto Calendar supports adding locations from the list of available ones. To choose a location for your calendar entry, just select the one from the list in the calendar settings. This option helps to save the location field for Outlook entries as well.



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

Meeting Work hours Business Holiday Get-together Gifts Birthday Anniversary

30 Monday 31 Tuesday SEP 1 Wednesday 2 Thursday 3 Saturday 5

Workspace Organization f... Workspace Organizatio... Workspace Organizatio... Boost Productivity & Crea... Boost

6 Lexine Bateson Daily Sync-Up Emotional Intelligence Delilah Brant Daily Sync-Up Time Management Skills Peak Performance

Goal Setting for Life, Care... Boost Productivity & Crea...

13 Peak Performance Daily Sync-Up Danika Long Daily Sync-Up Daily Sync-Up Daily Sync-Up

Leadership Skills vs. Man... Daily Sync-Up Leadership Skills vs. Man... Business Etiquette & Prof... Time Management Skills

Leadership Skills vs. Management 15th Anniversary!

20 Customer Service Skills Customer Service Skills Chrysanta Dale Business Etiquette & Prof... Daily Sync-Up Dorian Mohren

Daily Sync-Up Daily Sync-Up Customer Service Skills Daily Sync-Up Time Management Skills







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

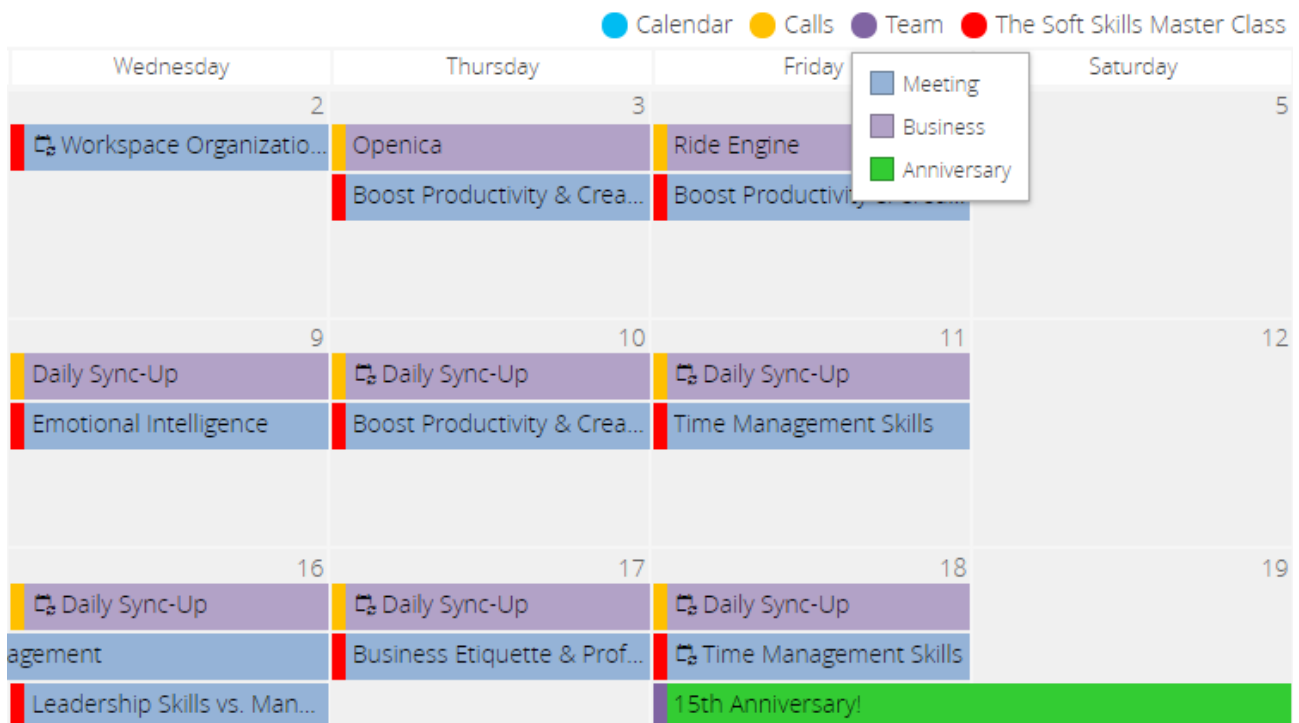
+ Add

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

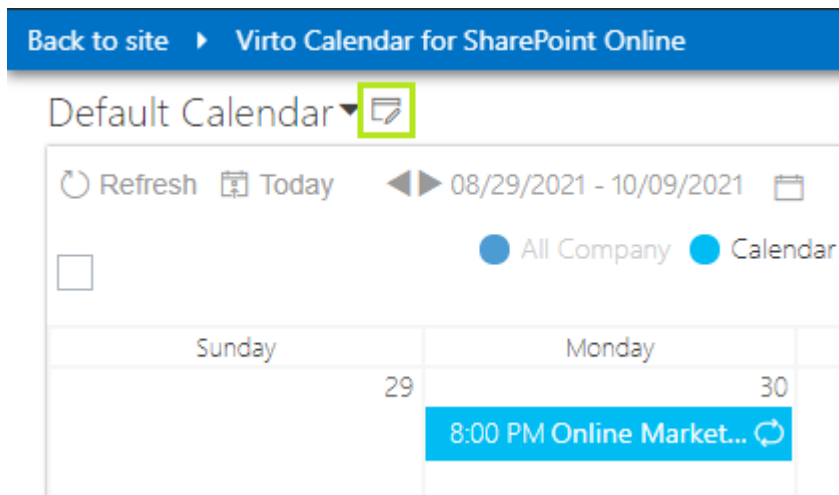
☒ Show events of these categories only

Use these categories to unify category colors from different sources

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



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



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 Sunday				
Day start hour 9		Day end hour 18		
Left column width (px) 80		Left column time format (see examples) 		
Calendar height 800		Row height 30		
Rows per hour Two		Time labels per hour One		
Item font size (px) 14		Item font weight Normal		
Today background color #f0f0f0		Today header background color #757575		

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	Year settings	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	Task settings
------------------	-------------------	----------------	---------------	----------------------

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

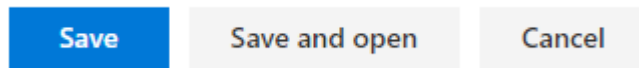
Week start day: Sunday

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

Add Cancel

☐ Show Data Source name in tooltip

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 *

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 *

Training Courses

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

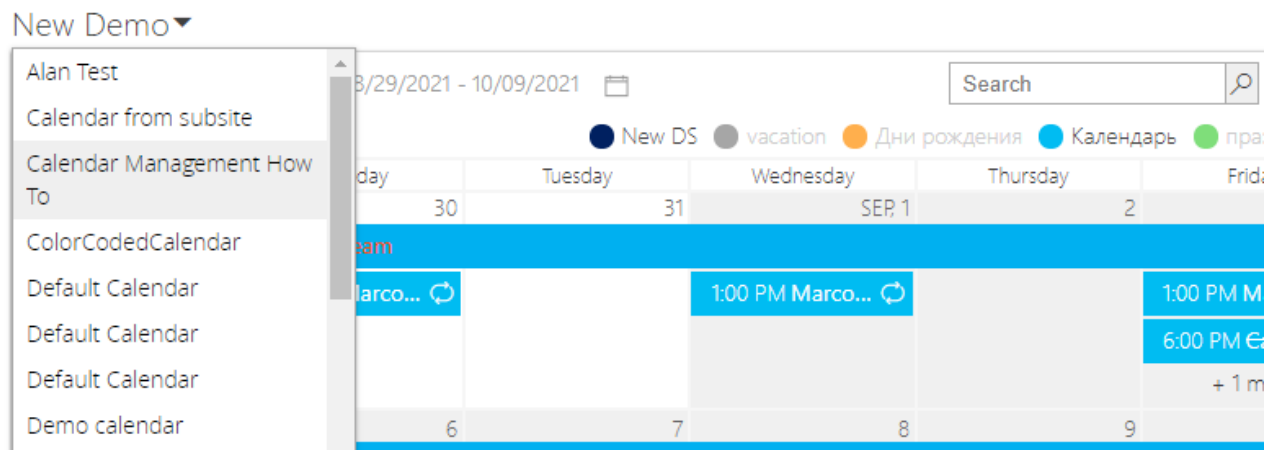
List of available calendars (Calendars form all site collections)

[+ Create New](#)

CALENDAR NAME	SHAREPOINT DATA SOURCES	OUTLOOK CALENDAR(s)	SHARED CALENDAR(s)	GROUPS CALENDAR(s)	MEETING ROOM(s)	
Default Calendar						

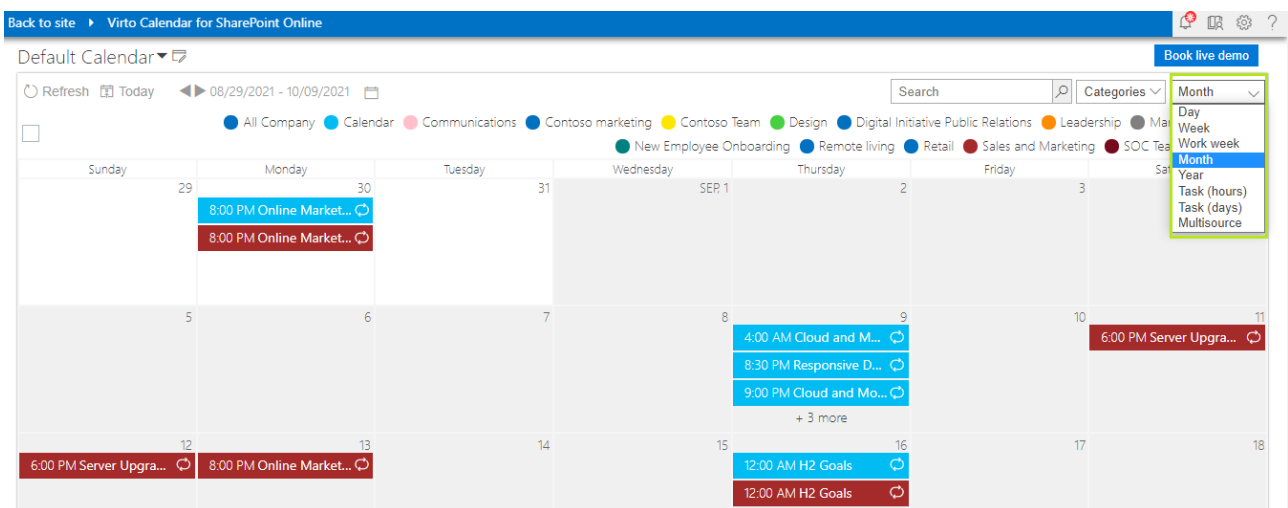
This way you can create as many calendars as you need and each of them may contain various data sources. You just decide which of them you want to show at the moment.

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

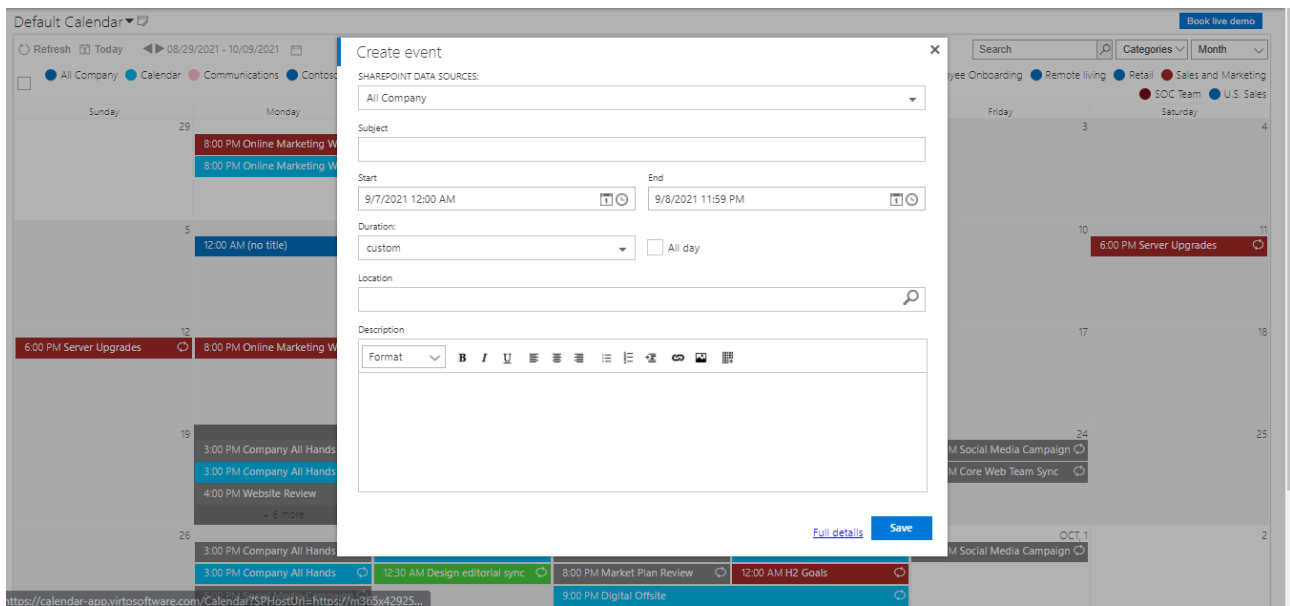


Actions with Calendar Items

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”.

Create event

SHAREPOINT DATA SOURCES:

All Company

Subject

Presentation

Start

9/7/2021 12:00 AM

End

9/7/2021 2:00 AM

Duration:

2 hours

All day

Location

Office

Description

Format

B

I

U

Full details

Save

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

Attendees

Categories

Attachments:

Add attachment

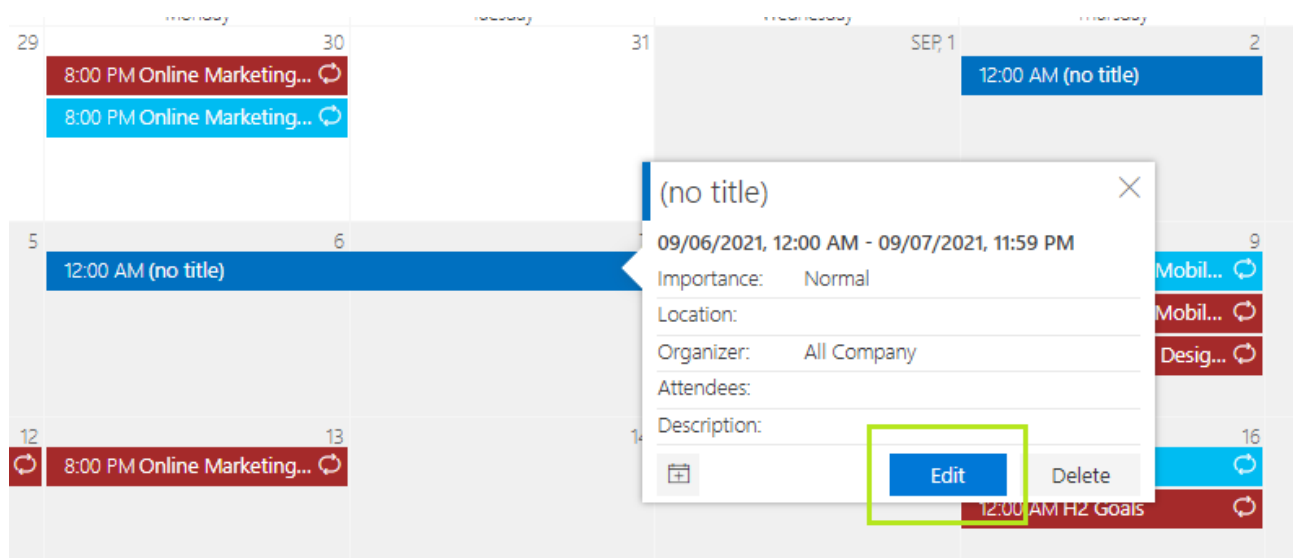
Save Cancel

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.



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

Edit event

Subject

Start

End

9/6/2021 12:00 AM

9/7/2021 11:59 PM

☐ All day

Location

Meeting room

Description

Format

B *I* U [List Icons] [Link Icon] [Image Icon] [Table Icon]

Attendees

Categories

Attachments:

Add attachment

Save

Cancel

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

(no title)

09/06/2021, 12:00 AM - 09/07/2021, 11:59 PM

Importance: Normal

Location:

Organizer: All Company

Attendees:

Description:

Edit

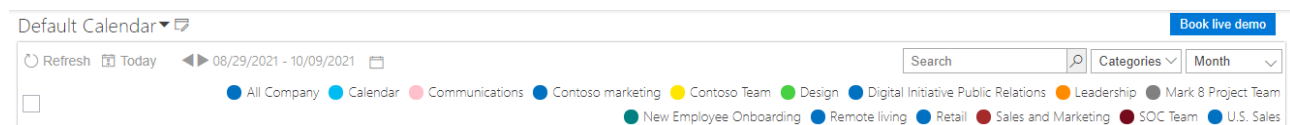
Delete

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

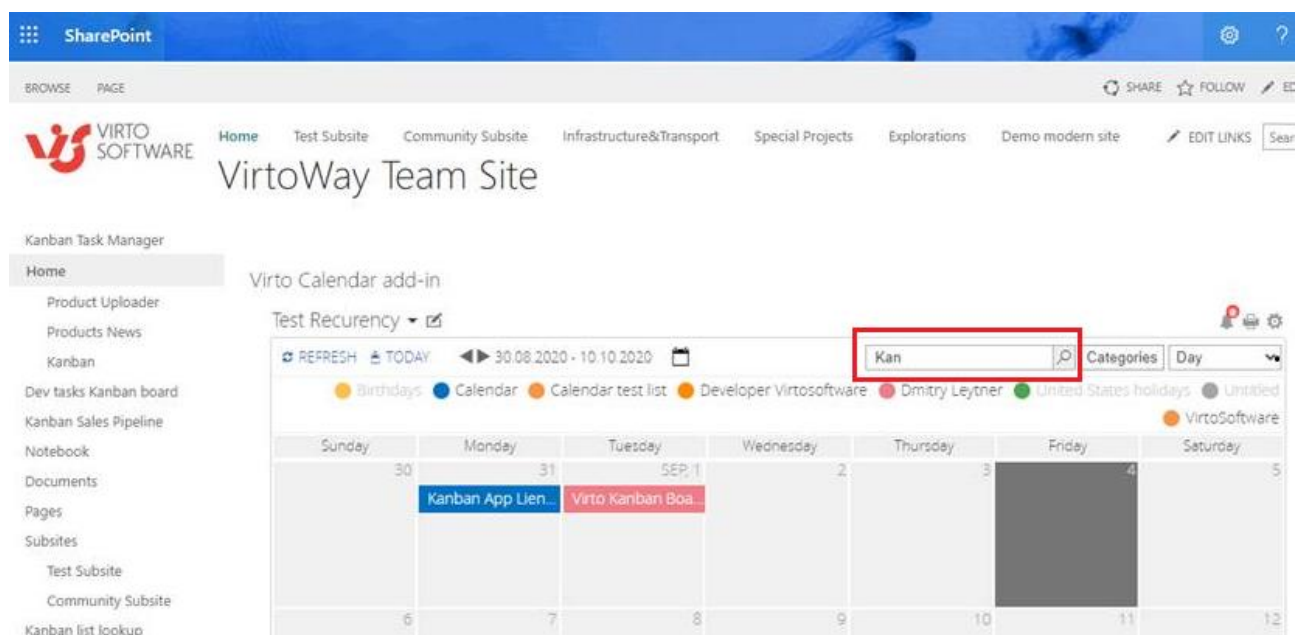
Click on empty space on the event body to edit or delete it.

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).

Search

● Contoso marketing
 ● Contoso Team
 ● Design
 ● Digital Initiative Public Relations
 ● Lea

● 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...	
	+ 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...	
	+ 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

☒ Display events from user's Exchange Online Calendar(s)
 ☐ Show

☒ Display events from user's Exchange Online Shared Calendar(s)
 ☐ Show

☒ Display events from user's Exchange Online Group Calendar(s)
 ☐ Show

☐ Display events from Public Folders Calendar(s)
 ☐ Show

☐ Display tasks from MS Planner
 ☐ Show

☐ Display the following list of calendars and Meeting rooms
 ☐ 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

MOD Administrator

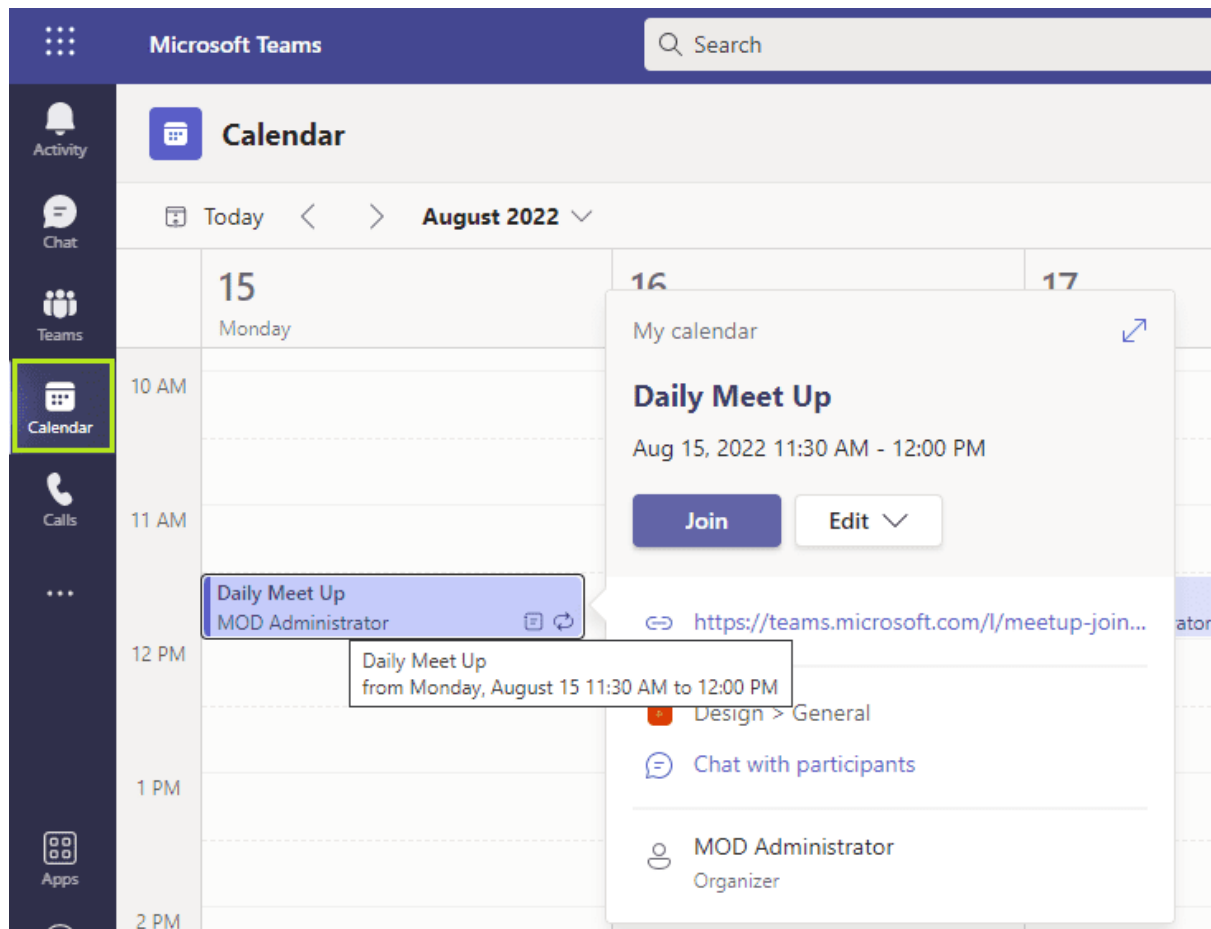
Categories

Delete

Save

Cancel

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

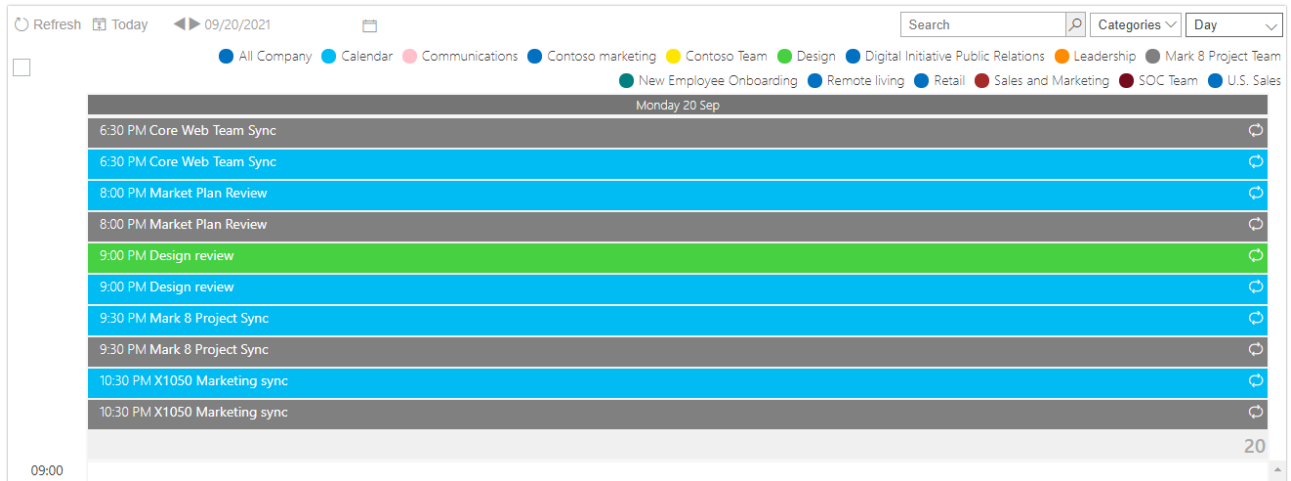


Calendar Views

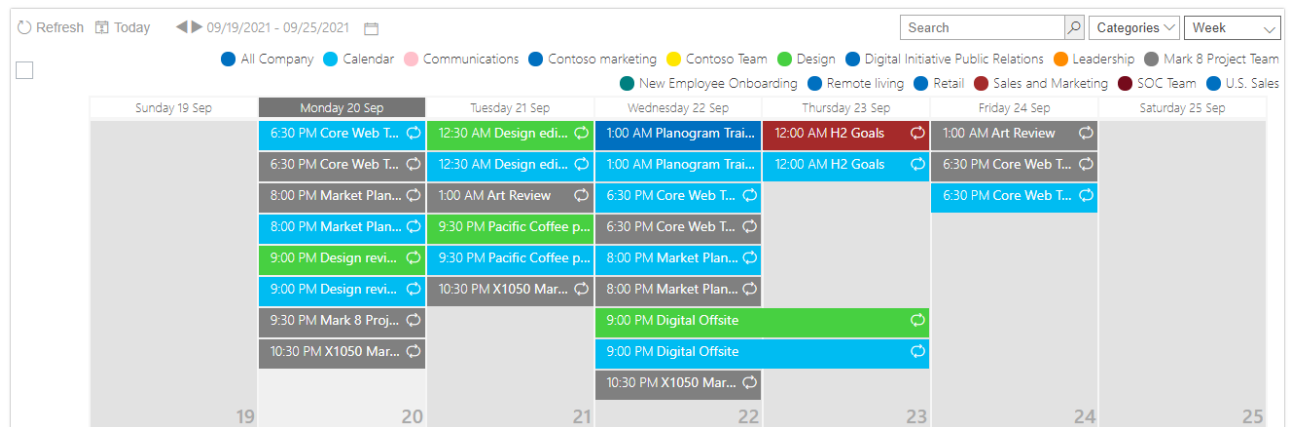
Simple Views

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

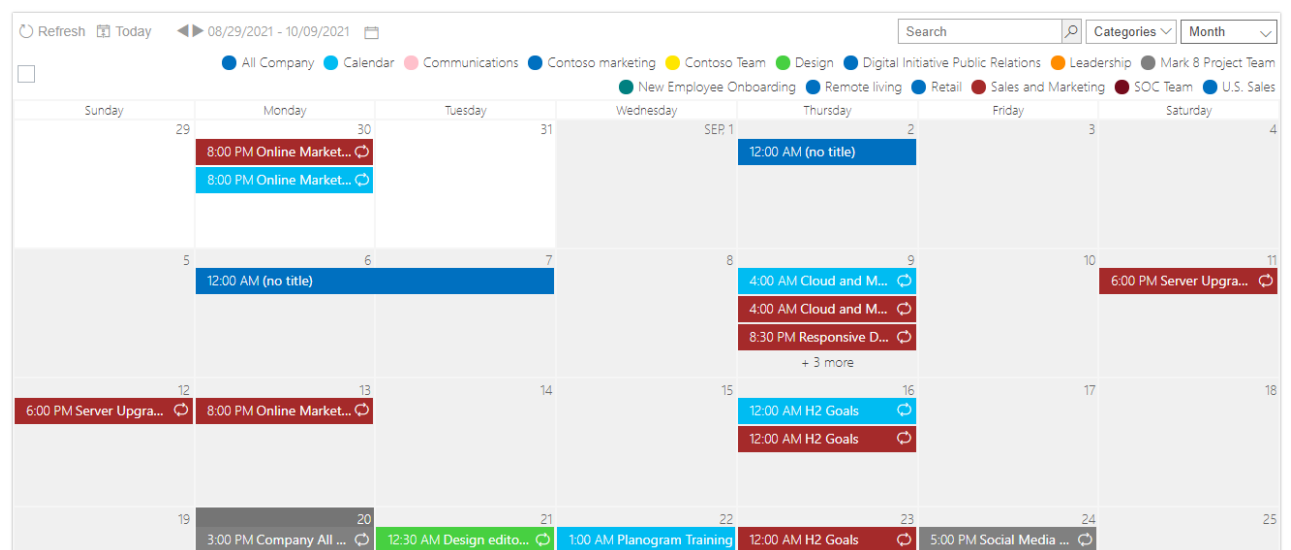
Day



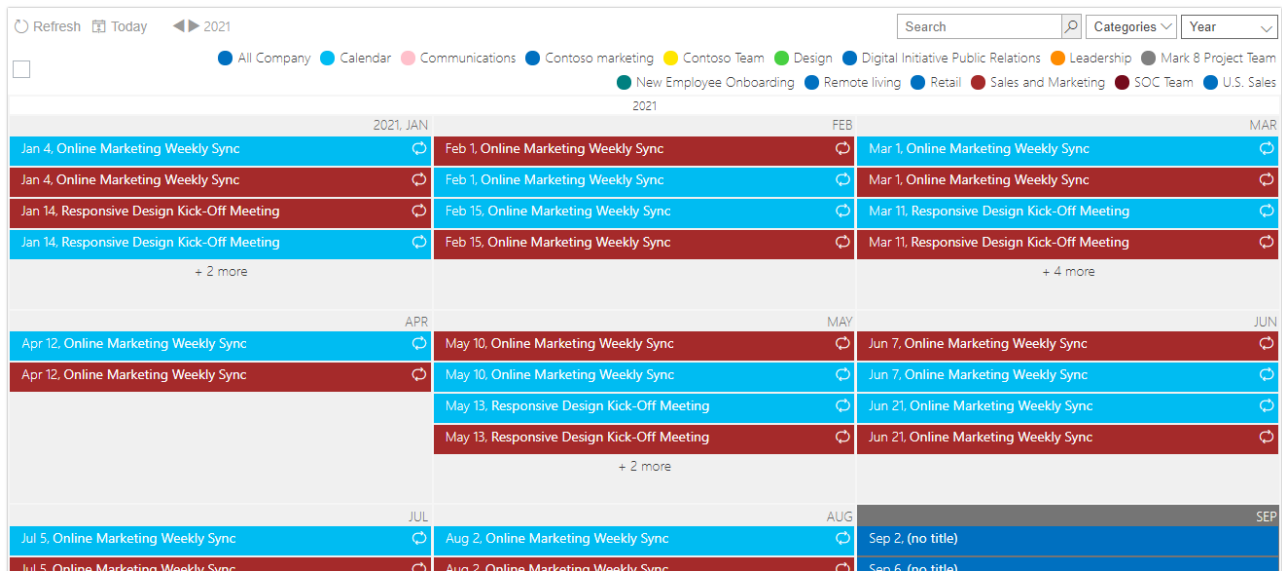
Week



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

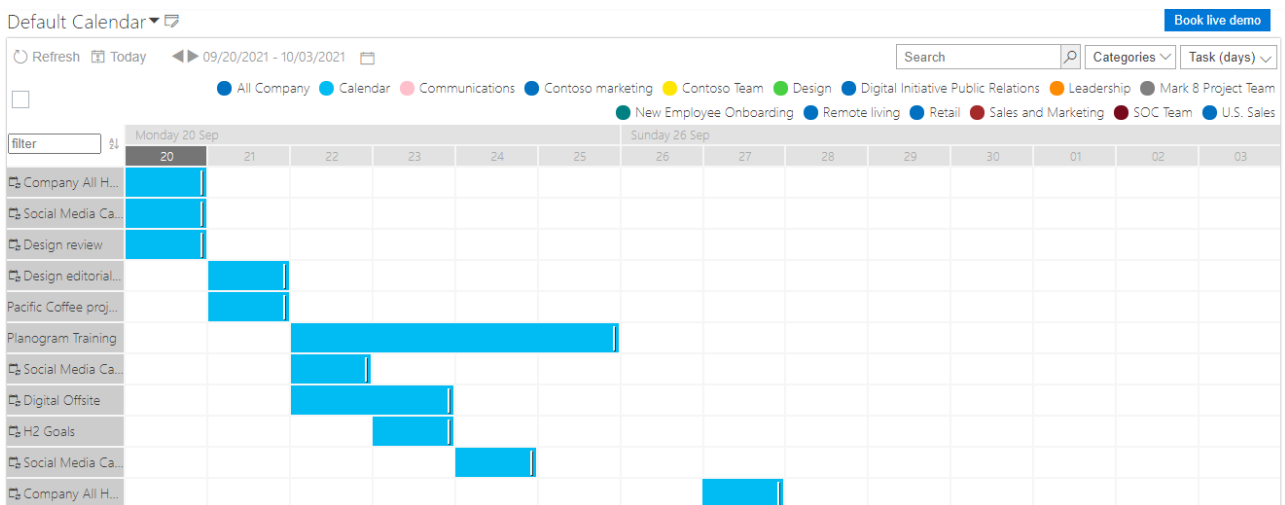


Year view allows you to view events.



Gantt View

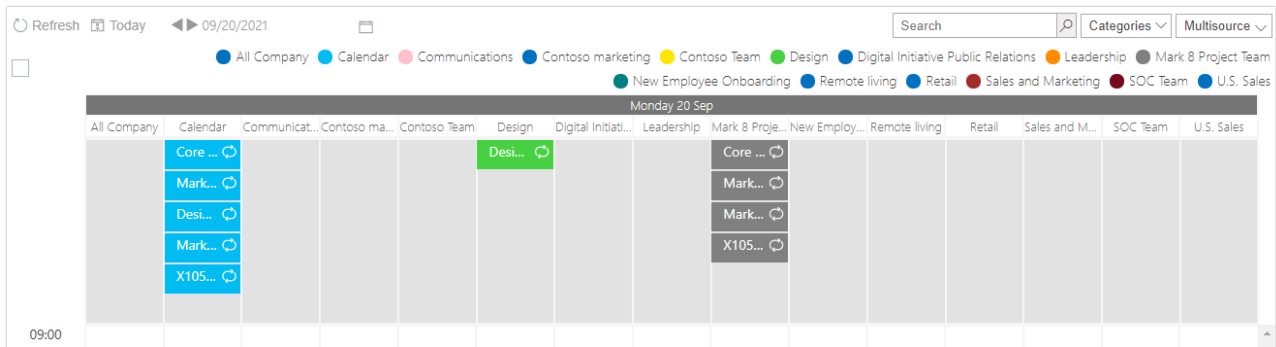
Gantt View in the Virto calendar is provided in two views: *Task (Days)* and *Task (Hours)*. These views allow viewing items grouped by events and see which time exactly planned for them. This view enables to create, delete and move events.



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

Daily Meet Up

Start

8/28/2022 10:00 AM

End

8/28/2022 10:30 AM

Duration:

custom

All day

Teams meeting

☒ Make this a repeating event.

Daily

Weekly

Monthly

Yearly

Pattern

Every 1 day(s)

Every weekday

Date Range

Start date

8/28/2022

No end date

End after: 10 occurrence(s)

End by:

Full details

Save

For example, create a daily meeting.

Meet-Ups ▾

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

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

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 Sunday of every 1 month(s)

Date Range
 Start date: 8/28/2022

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

day
 weekday
 weekend day
 Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

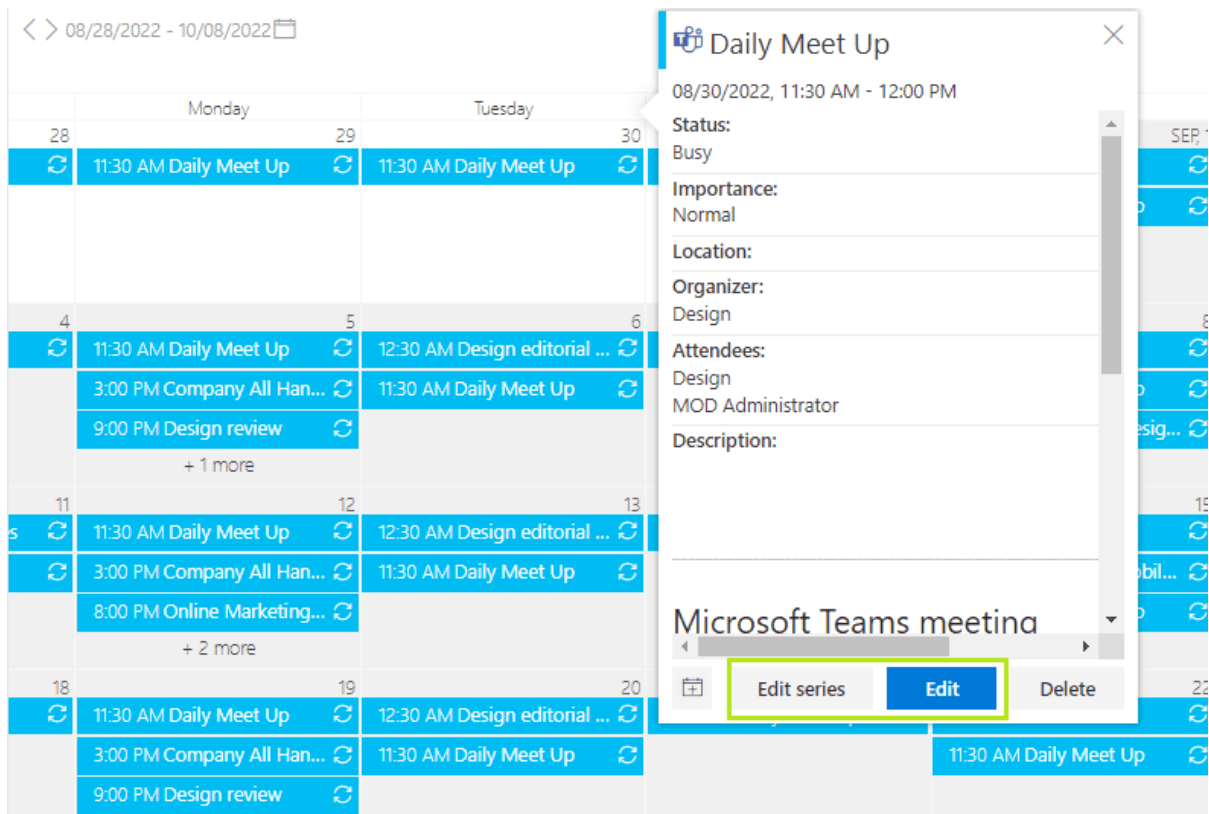
Indeed, you can also set the end of repeating, for example, for a chosen number of occurrences.

Date Range

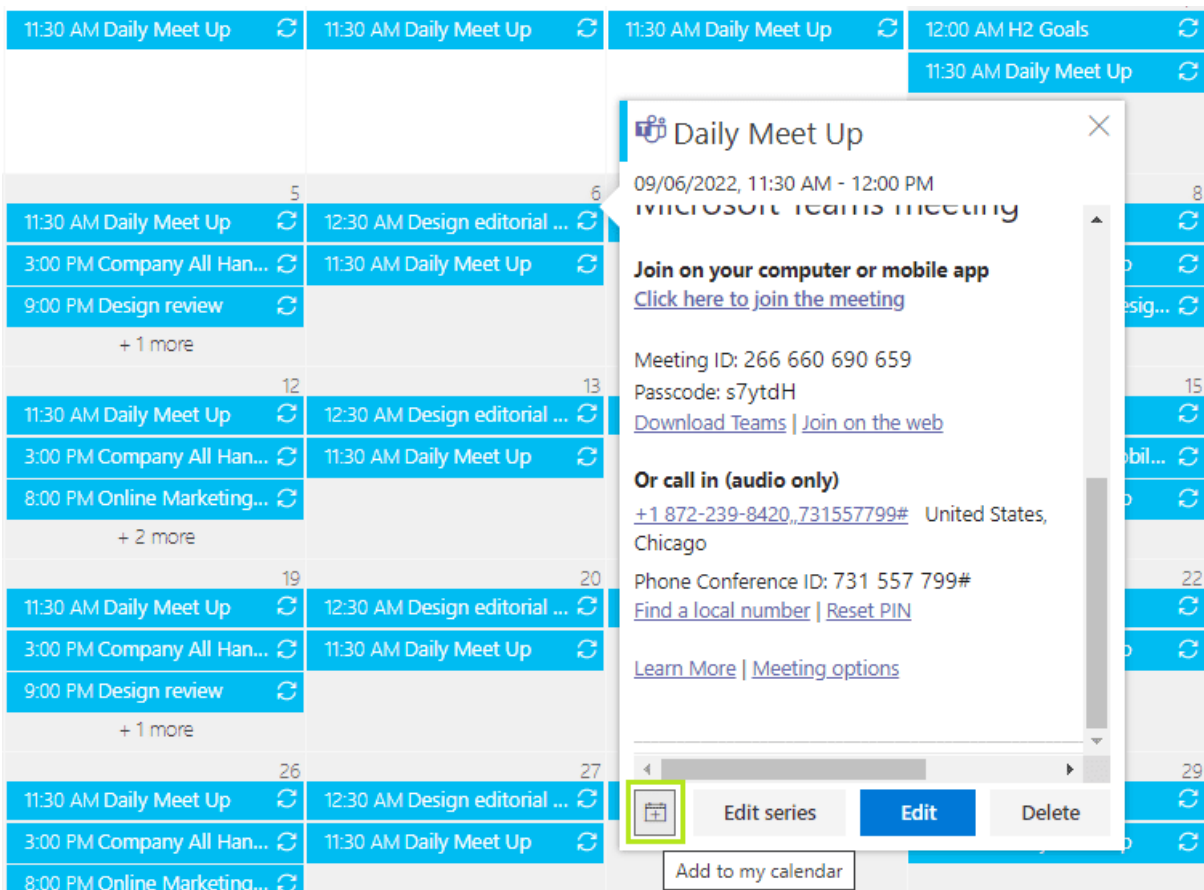
Start date: 8/28/2022

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

You can edit a single event or a series.



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.

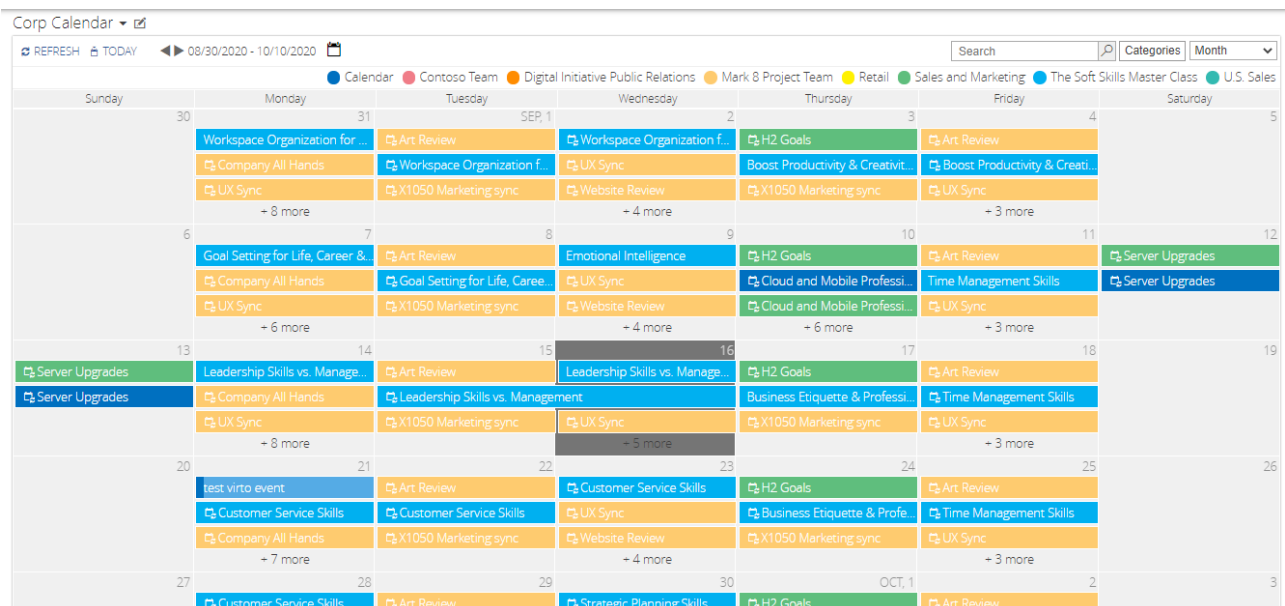


Adding SharePoint Events to your Outlook Calendar

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.

Calendar Contoso Team Digital Initiative Public Relations Mark 8 Project Team Retail Sales and Marketing The Soft Skills Master Class						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
31	SEP, 1	2	3	4		
Workspace Organization for ...	Workspace Organization f...	Workspace Organization f...	Boost Productivity & Creativit...	Boost Productivity & Creati...		
7	8	9	10	11		
Goal Setting for Life, Career &...	Goal Setting for Life, Caree...	Emotional Intelligence	Boost Productivity & Creativit...	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.

Emotional Intelligence

09/09/2020, 10:00 AM - 3:00 PM

Data source: The Soft Skills Master Class

Title: Emotional Intelligence

Location: Online

Start Time: 09/09/2020 10:00 AM

End Time: 09/09/2020 3:00 PM

Des... 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.

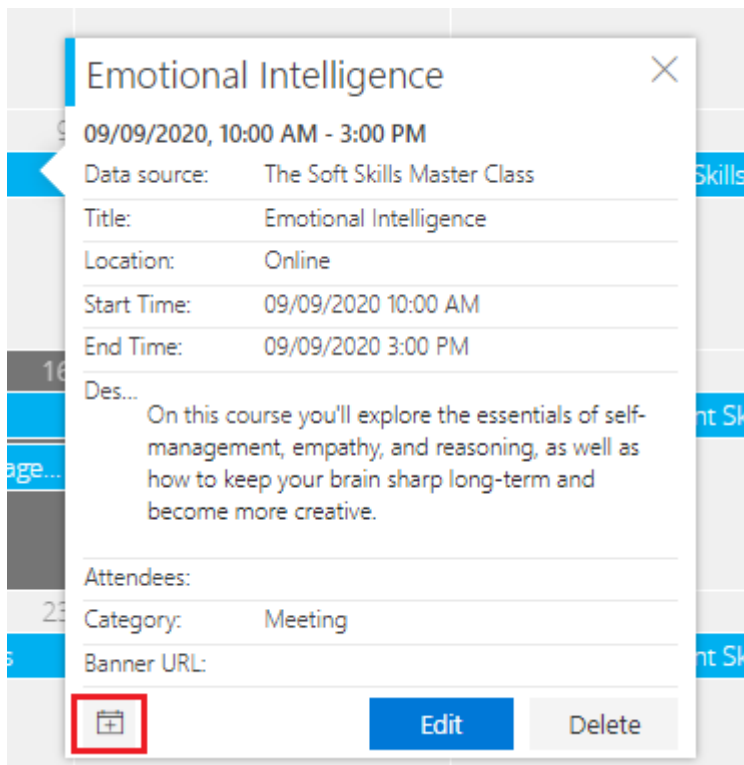
Attendees:

Category: Meeting

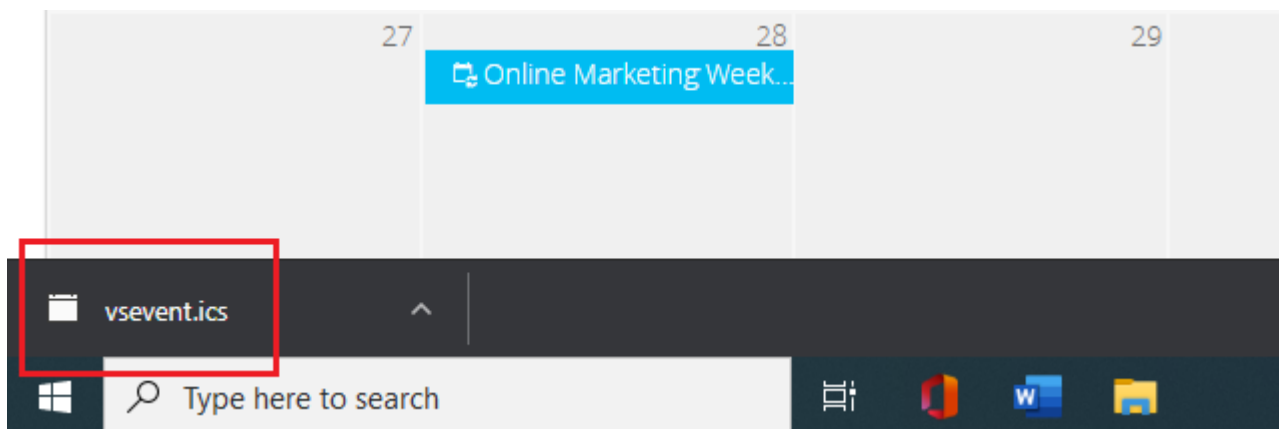
Banner URL:

Edit **Delete**

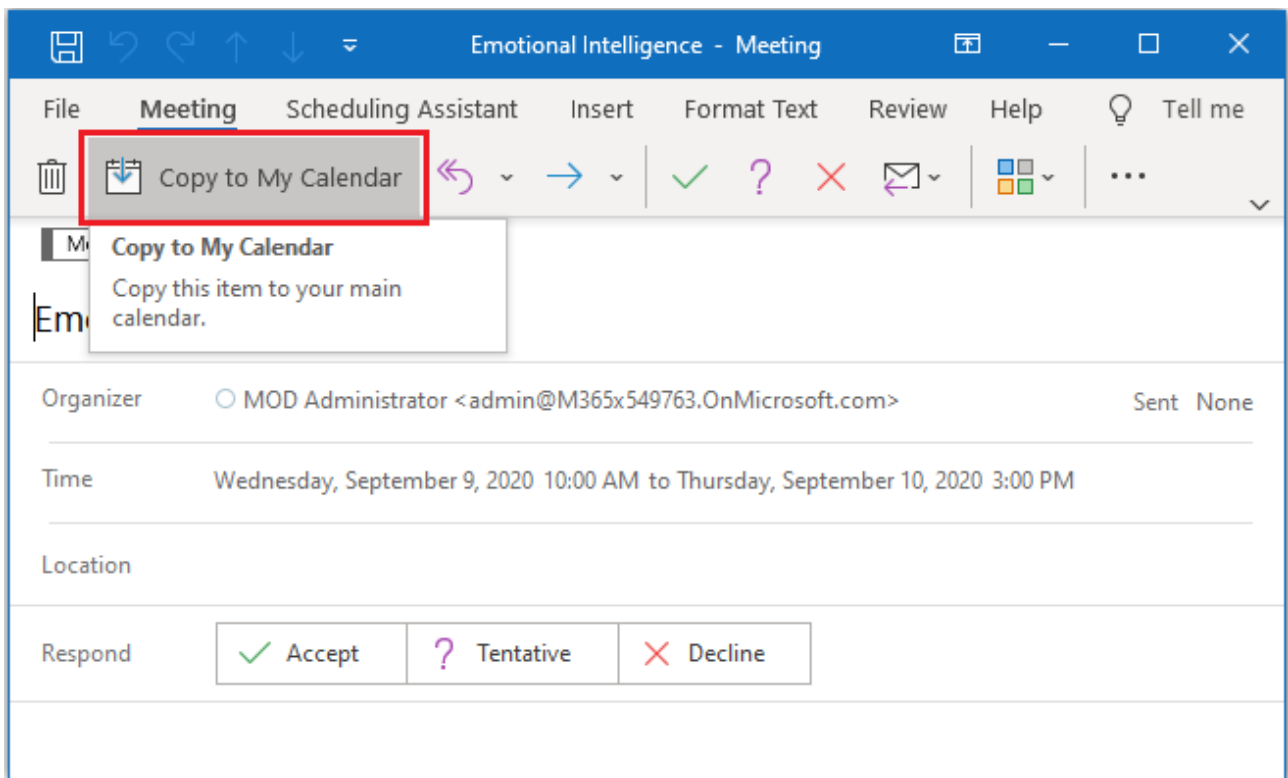
Click the event and use the “**Add**” icon on the left in the tooltip appeared.



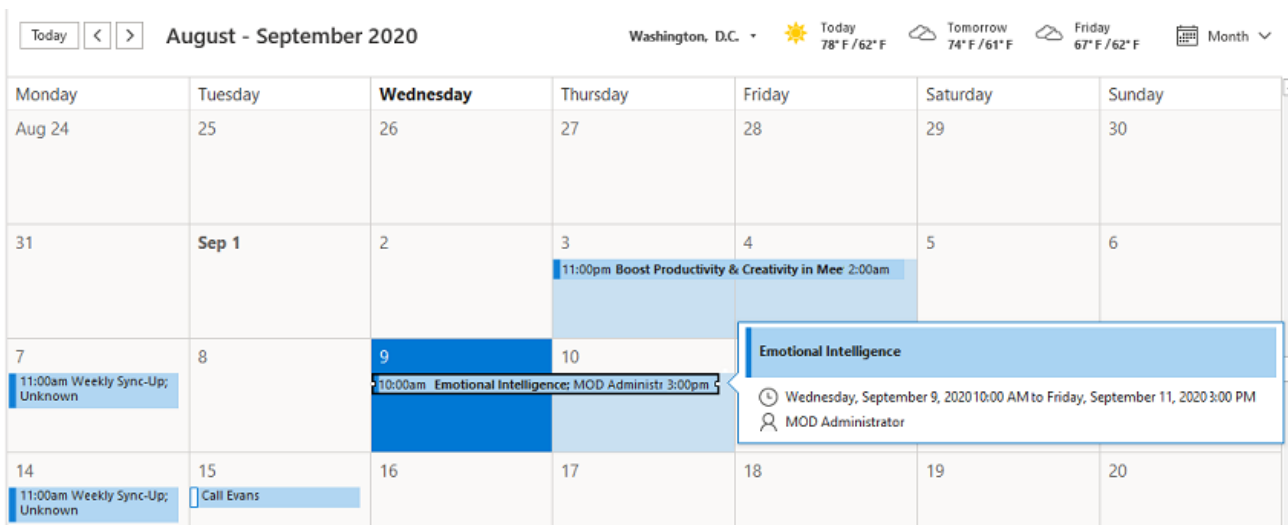
Save the automatically generated **.ics** file and click it.



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.

Club Canceled: Demo Test we

Text X

09/19/2020, 12:00 AM - 7:00 AM

Title: Text

Location: Los angeles

Start Time: 09/19/2020 12:00 AM

End Time: 09/19/2020 7:00 AM

Description: Example

[VirtoSoftware](#)

Attendees: Alexey Linnik; Tatiana Sushchenko; Dmitry Leytner

Category: Meeting

Banner URL:

Attachments: [AppIcon.png](#)

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)”.

EXCHANGE SETTINGS

☒
Display events from user's Exchange Online Calendar(s)

Show

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

Show

☒
Display events from user's Exchange Online Group Calendar(s)

Show

☒
Display events from Public Folders Calendar(s)

Show

☐
Display the following list of calendars and Meeting rooms

Show

+ Add

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.

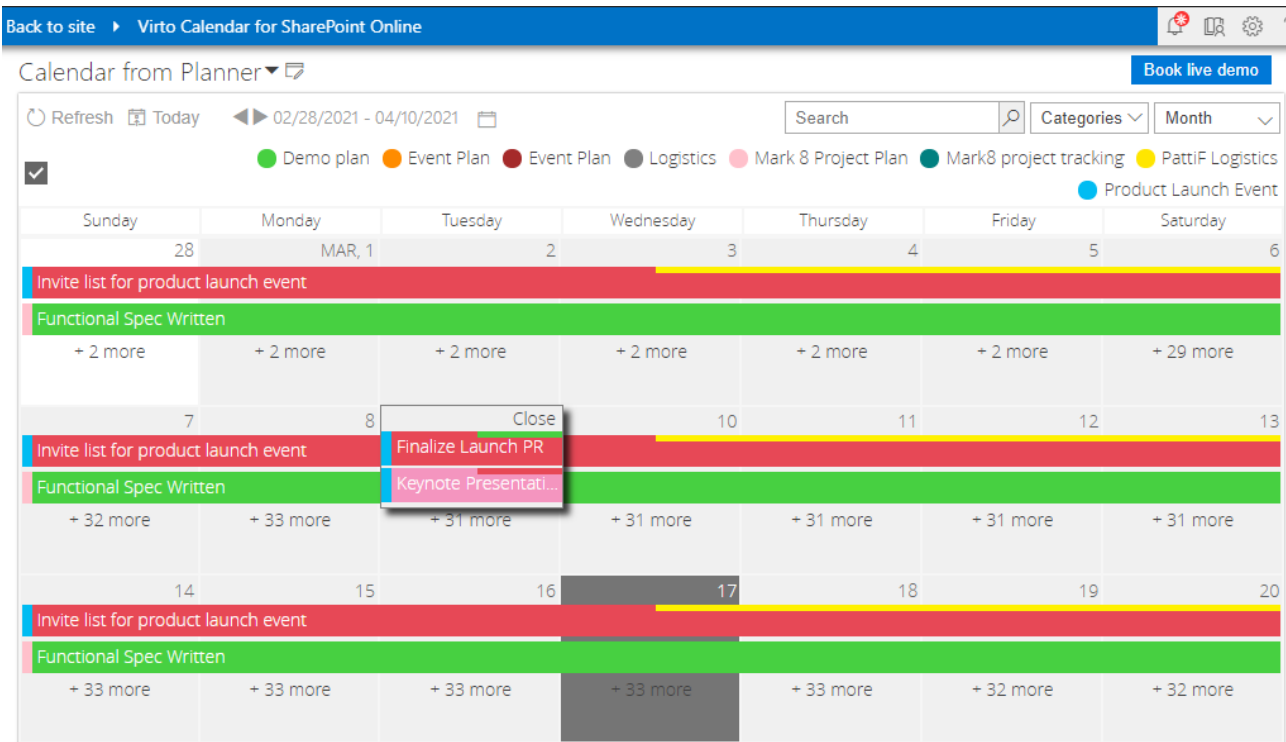
Quite a large group of VirtoSoftware clients uses Microsoft Planner to organize teamwork. This intuitive O365 tool helps to visualize task management and provides such features as content-rich task cards, checklists, labels, charts, and others.

The screenshot displays the Microsoft Planner application interface. At the top, the header shows 'Contoso Electronics' and 'Planner'. Below the header, the main area is titled 'Mark8 project tracking'. The interface is organized into three columns: 'To do', 'Messaging & Brand', and 'Launch events'. Each column contains a list of tasks. The 'To do' column has two tasks: 'Website launch' (due 02/27/2022, assigned to Grady Archie) and 'Media outlets' (due 02/21/2022, assigned to three people). The 'Messaging & Brand' column has two tasks: 'Elevator pitch' (due 02/10/2022, assigned to Alex Wilber) and 'Marketing campaign for launch events' (due 03/03/2022, assigned to three people). The 'Launch events' column has two tasks: 'European launch plan' (due 02/10/2022, assigned to Lee Gu) and 'VIP Event [U.S.]' (due 03/02/2022, assigned to Adele Vance). Each task card includes a title, a due date, and a list of assigned users.

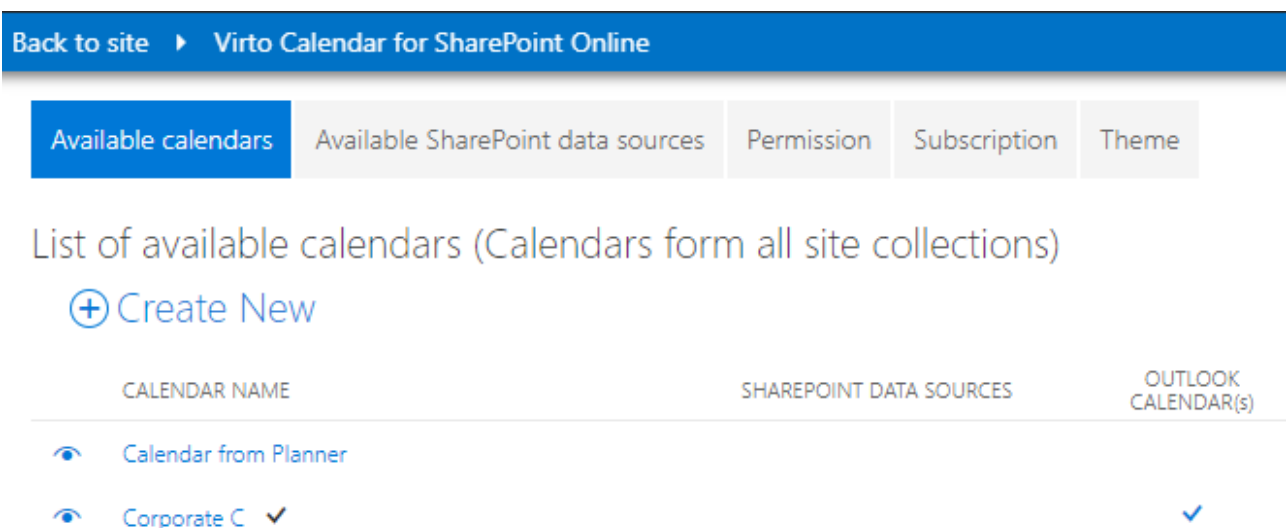
But there are some cases when it's not enough. For instance, if you need to track events in the

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 Planner'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

☐ Display events from user's Exchange Online Calendar(s) Show

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

☐ Display events from user's Exchange Online Group Calendar(s) Show

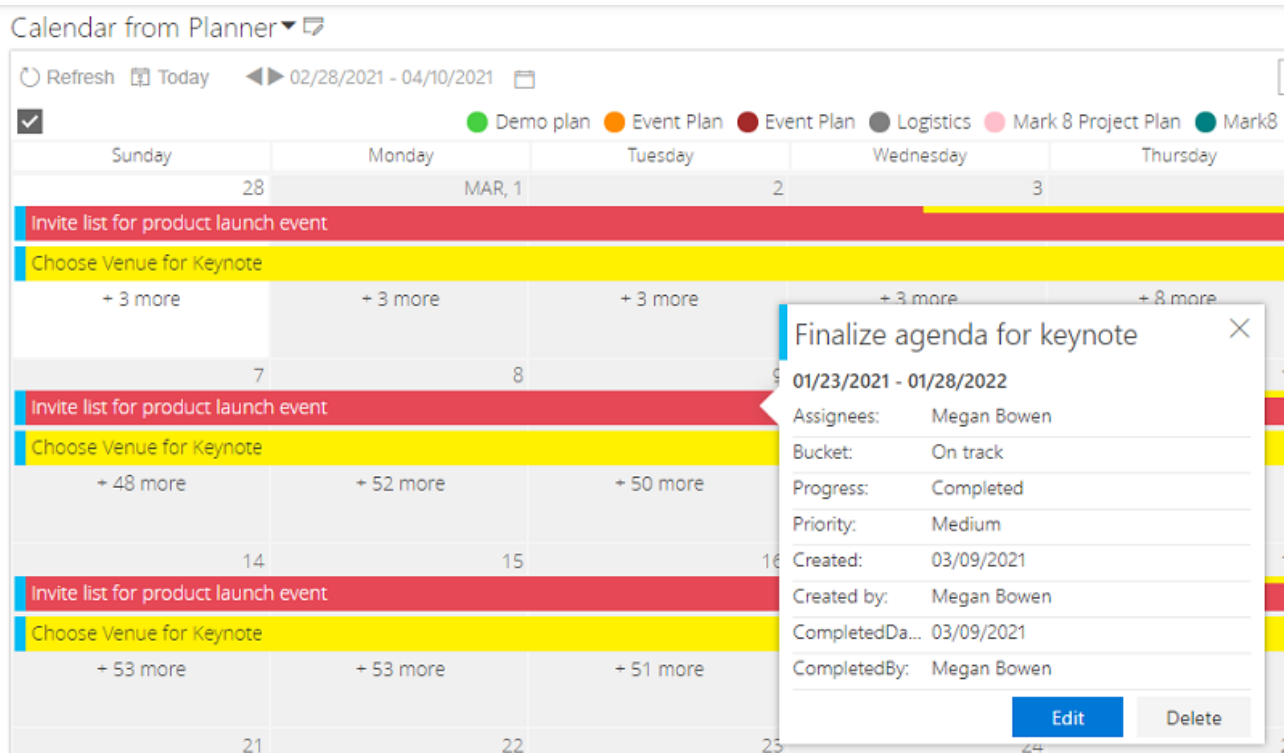
☐ Display events from Public Folders Calendar(s) Show

☒ Display tasks from MS Planner Show

☐ Display the following list of calendars and Meeting rooms 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).

Back to site ▶ Virto Calendar for SharePoint Online

Subject
Start
End
IsAllDay
Location
Body
Attendees
Importance

>

<

FILTER EXCHANGE EVENTS BY STATUS

☒ Display all

Specify statuses to filter events in your calendar

INTERNET CALENDARS

+ Add

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

Note: *iCalendar feeds are read-only. Users are allowed to view the Calendar but cannot edit it.*

Below we offer some options for generating iCalendar links in popular calendar services.

How to Get an iCalendar link in Google Calendar?

Go to the Google Calendar and click the **three-dot icon** next to the Calendar you'd like to share. Then choose **Settings and sharing**.

The screenshot shows the Google Calendar interface for July 2022. On the left, there is a sidebar with a 'Create' button and a list of 'My calendars' including Personal Meetings, Birthdays, Contacts, Online Meetings, and Reminders. A 'Search for people' field is also present. The main calendar view shows a grid of dates with events like '12:00 Daily Sync-Up' and '13:00 Weekly Market'. A context menu is open over the 'Online Meetings' calendar, showing options: 'Display this only', 'Hide from list', and 'Settings and sharing' (which is highlighted with a green box). Below these options is a color selection grid.

Then scroll down to the iCal format links and copy the generated iCalendar link.

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

Google Calendar Meetups

#0099ff
✕

↑ ↓

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

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	28	29	30	JUL 1	2
	12:00 PM Dai... 🔄	12:00 PM Dai... 🔄	12:00 PM Dai... 🔄	12:00 PM Dai... 🔄	12:00 PM Dai... 🔄	
3	4	5	6	7	8	9
	12:00 PM Dai... 🔄	12:00 PM Dai... 🔄	12:00 PM Dai... 🔄	12:00 PM Dai... 🔄	12:00 PM Dai... 🔄	
10	11	12	13	14	15	16
	12:00 PM Dai... 🔄	12:00 PM Dai... 🔄		12:00 PM Dai... 🔄	12:00 PM Dai... 🔄	

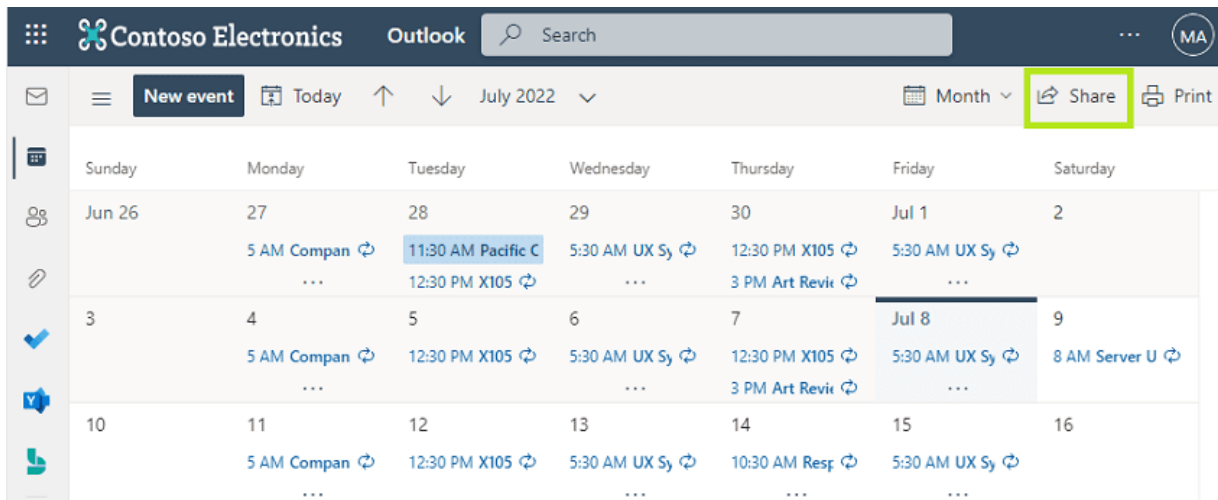
How to Get an iCal Link from Office365?

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.

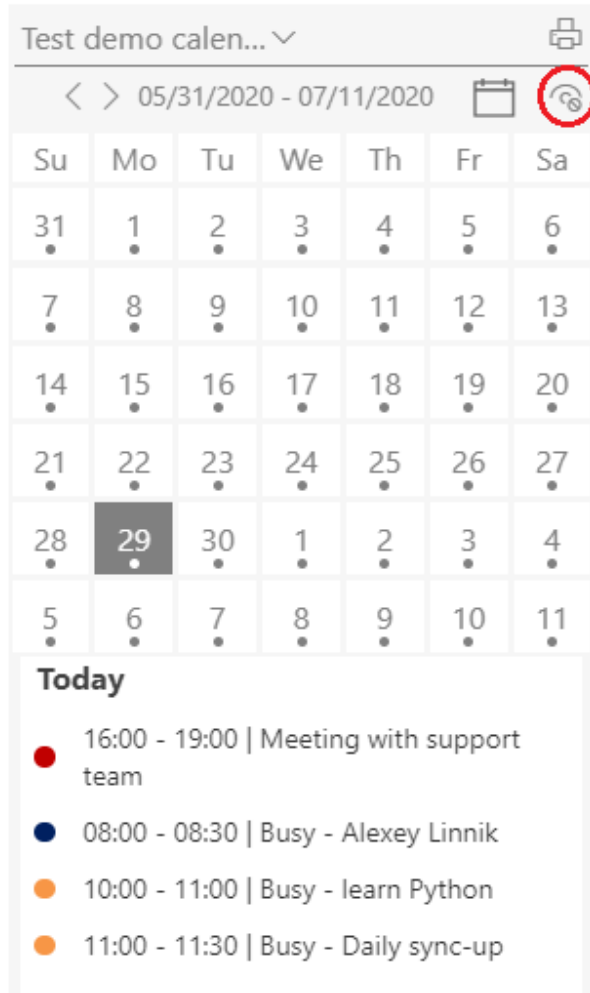
Calendar and List of Events

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 settings to see the colors of added data sources).

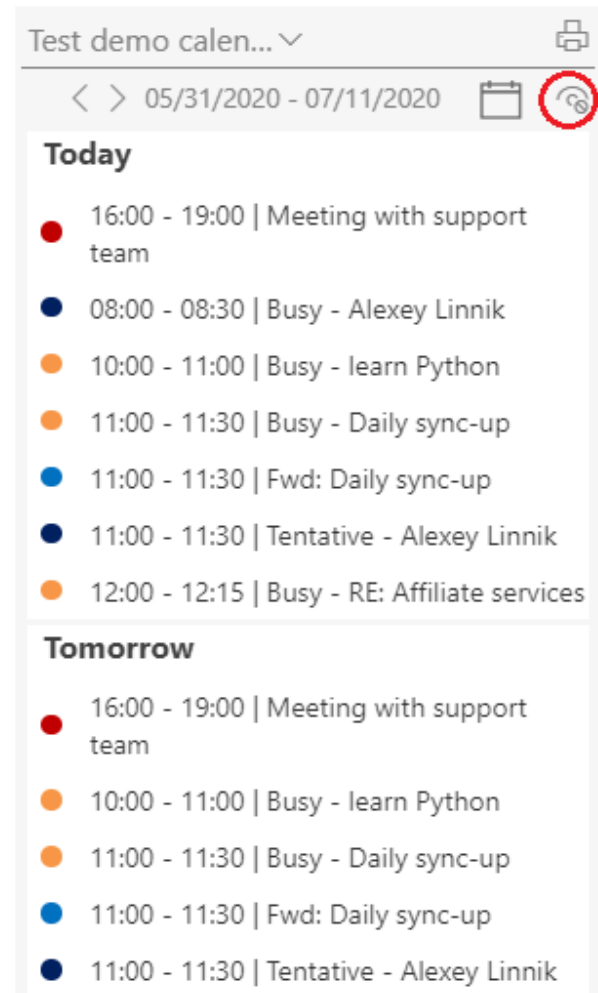
Virto Mini Calendar add-in

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



Virto Mini Calendar add-in



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	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
- 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

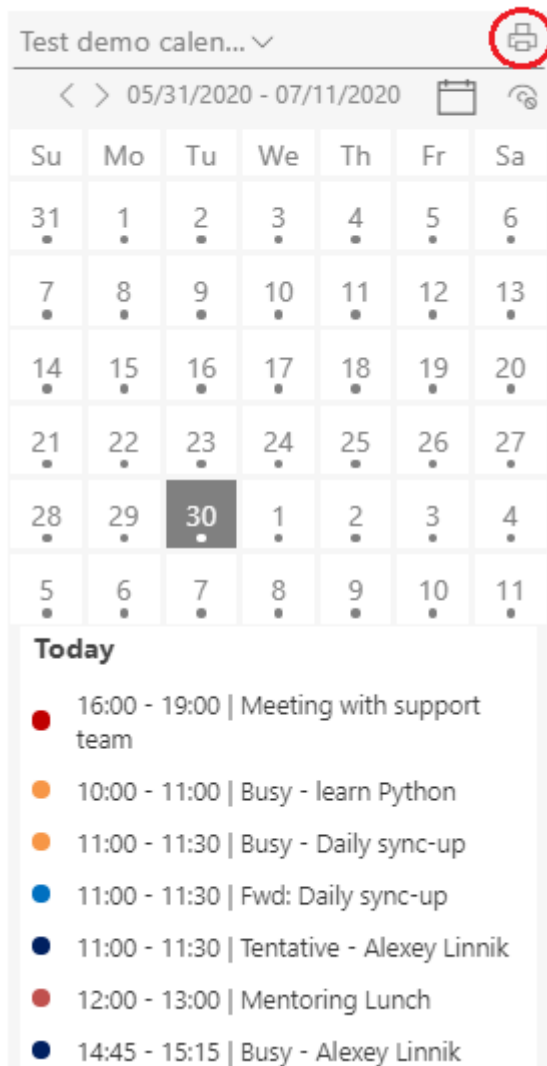
09.06, Tu

- 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



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