VIRTO SOFTWARE

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.

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Installation

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

License Activation

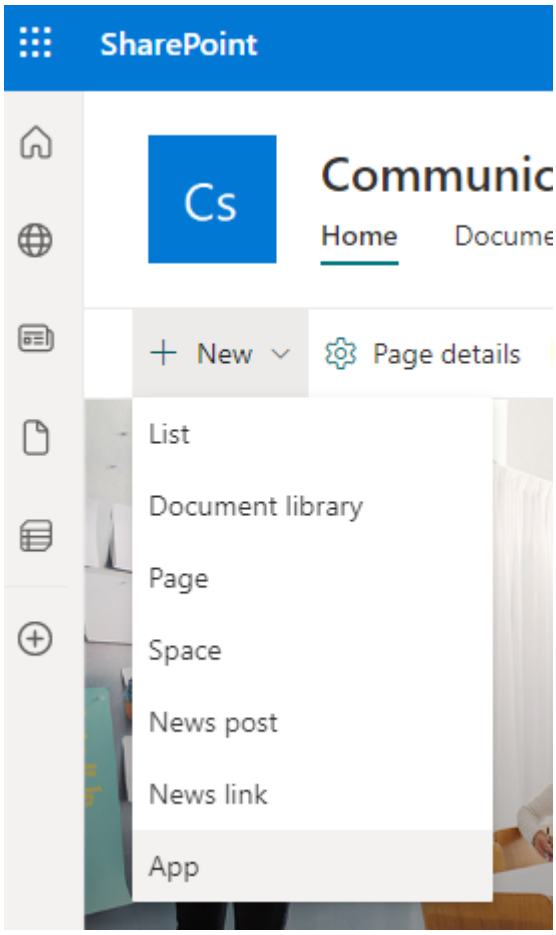
The license activation instruction is in our blog in the "Virto Web License Manager" article.

***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

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

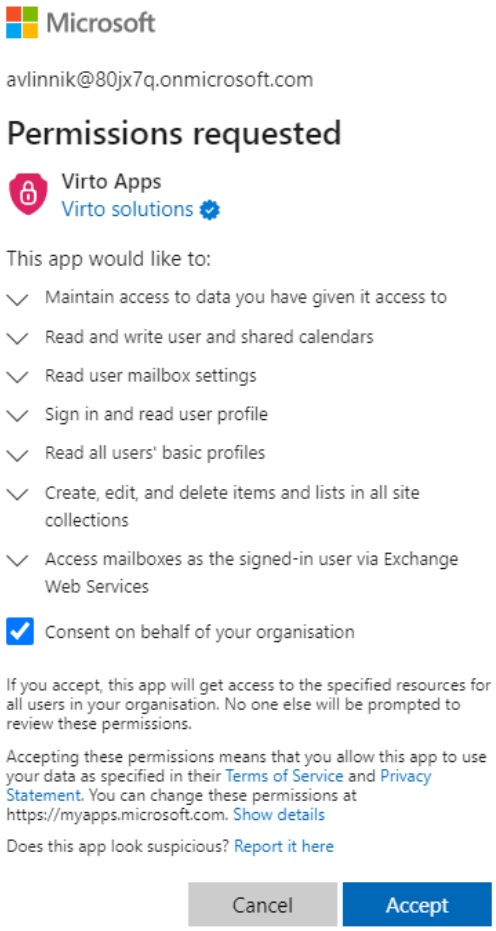
Step 3

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**."

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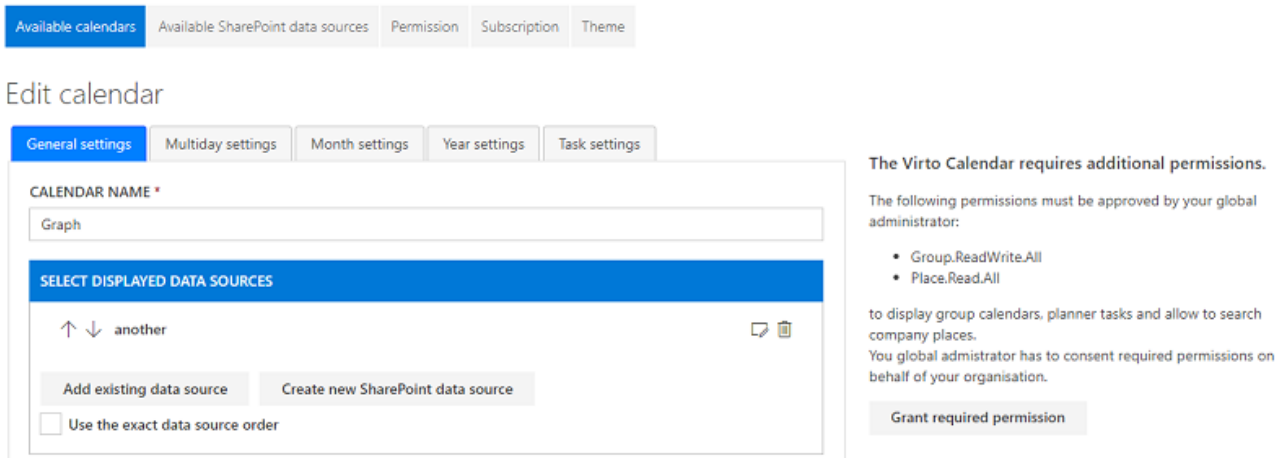
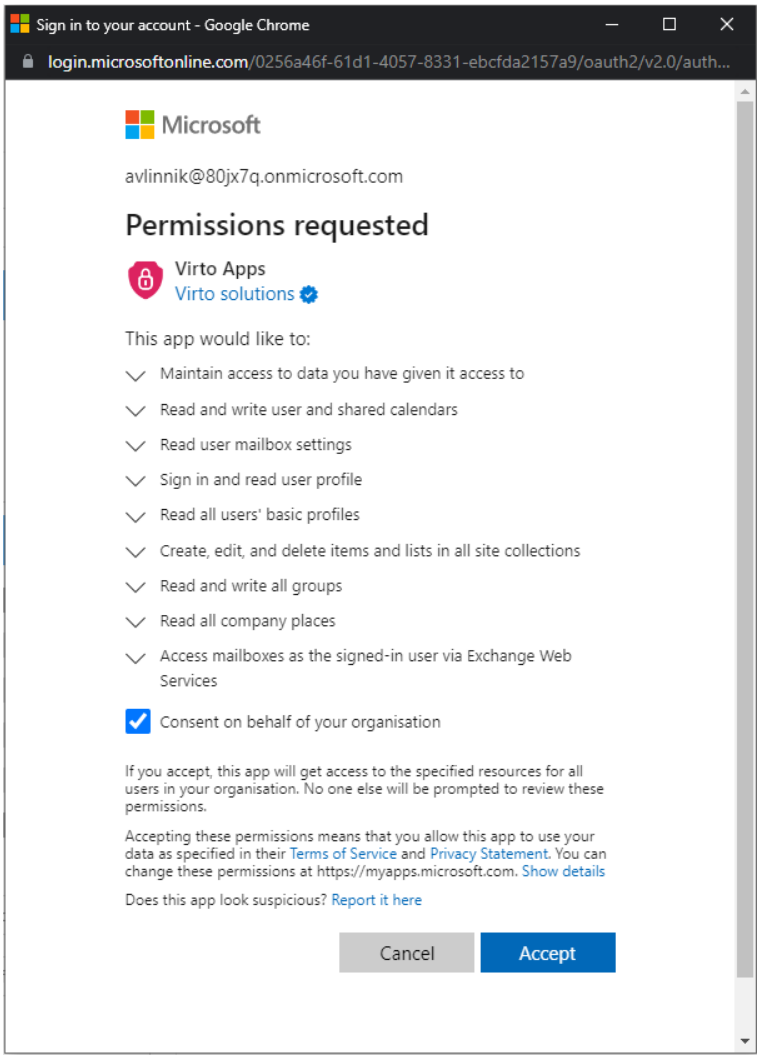


Then choose the "**Consent on behalf of your organization**" checkbox and click "**Accept**." If you do not have administrator privileges, please refer to your tenant administrator to do this.



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.

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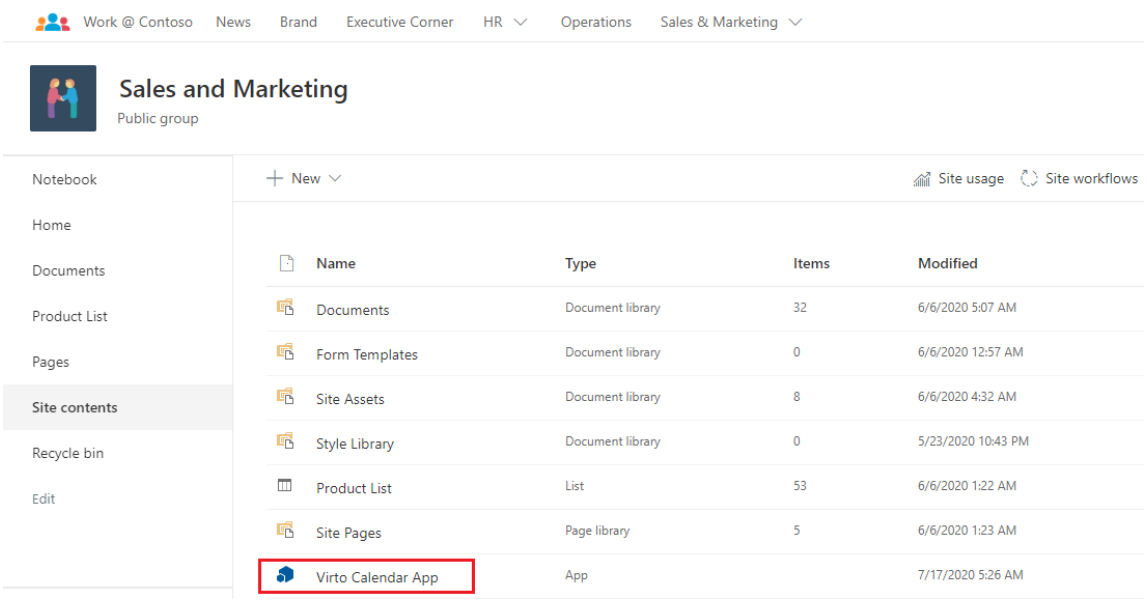
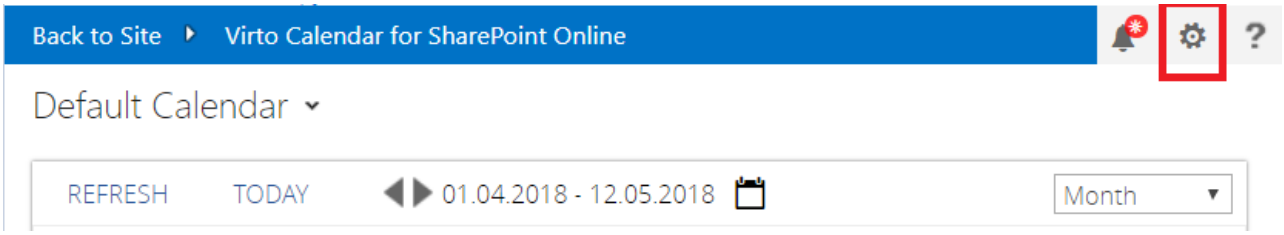
When Office365 Calendar Add-In is installed, it is automatically added to your site on page Site Contents.



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.



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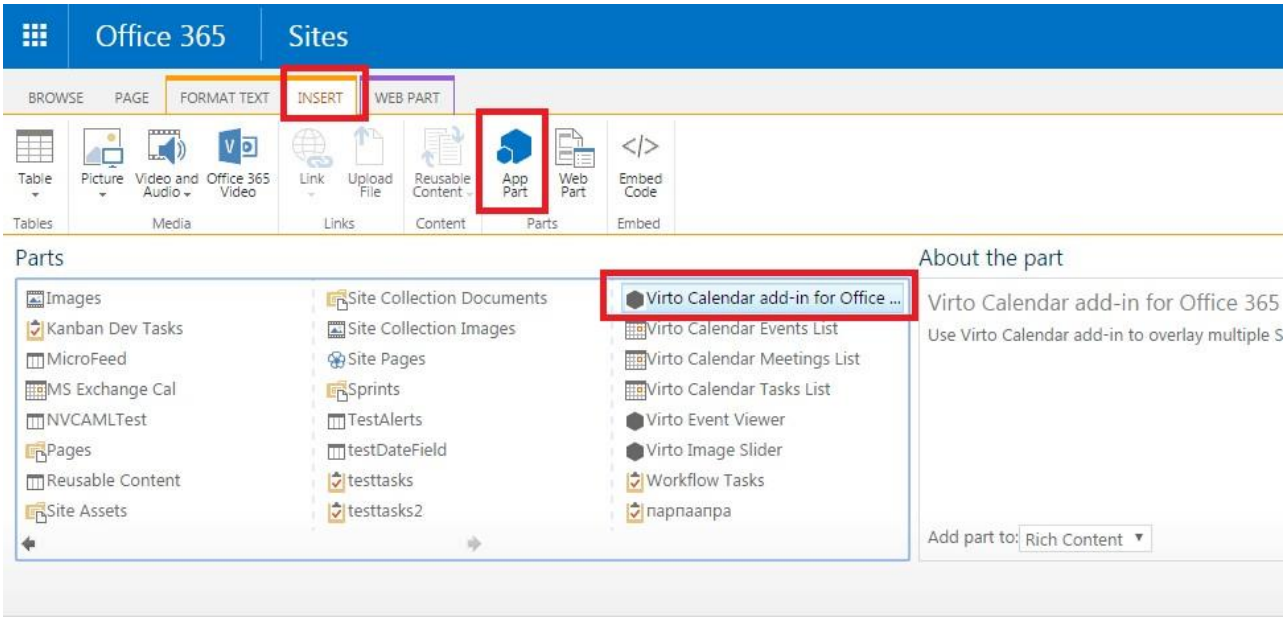
Adding Virto Calendar as App Part

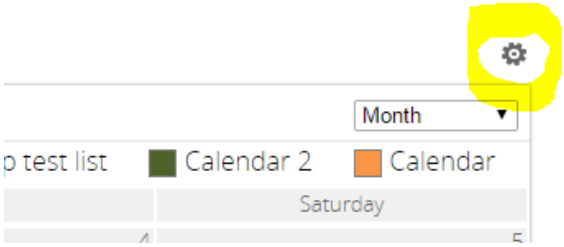
Go to a SharePoint site where you want to add the calendar and switch to edit mode. Then open “Insert” tab on ribbon and click “App Part”.



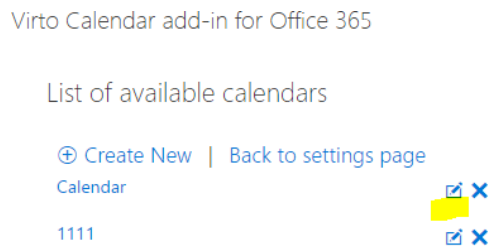
Select “Virto Solutions” at the bottom of the list, choose “Virto Calendar add-in for Office 365” and click “Add”.

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”



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

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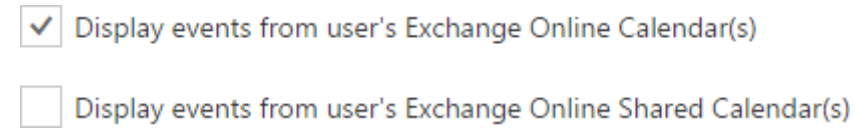
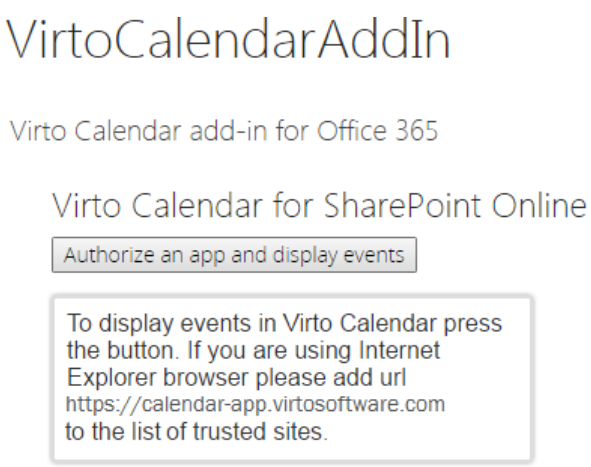
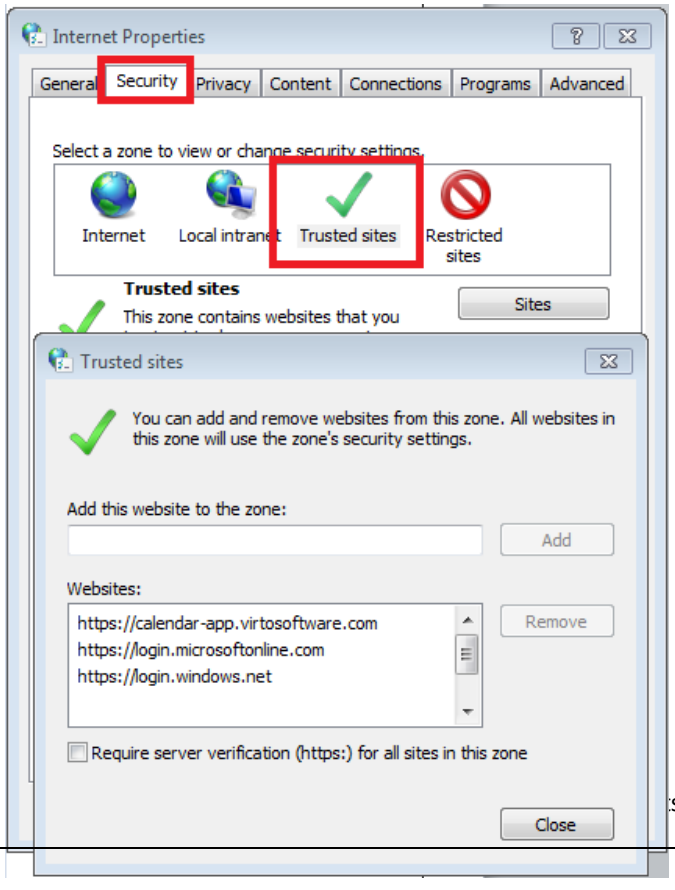


Save the changes.
Now you can see the new button on your calendar page.
Click it to display Exchange calendars and all SharePoint calendars from SharePoint farm.



If you use Internet Explorer as a default browser, you need to add Calendar URL to the list of trusted sited in thebrowser 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



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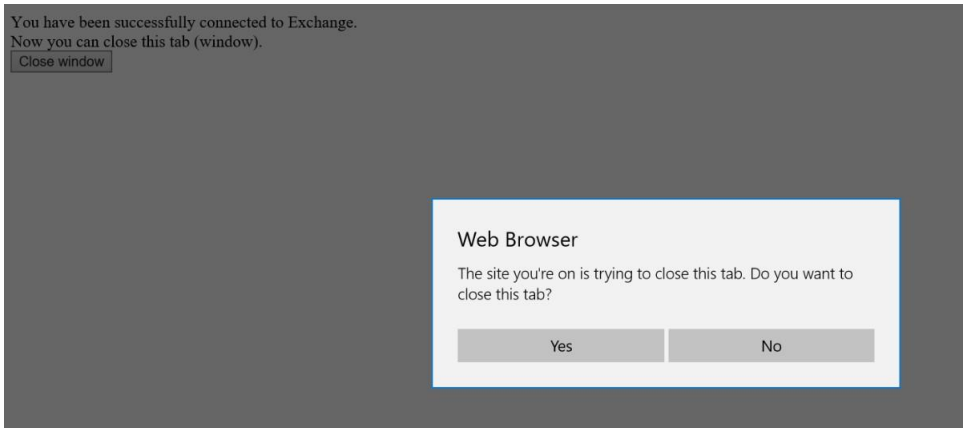
Press “Connect to Exchange” and confirm the calendars overlaying in pop-up window, if your browser did notconfirm it automatically.

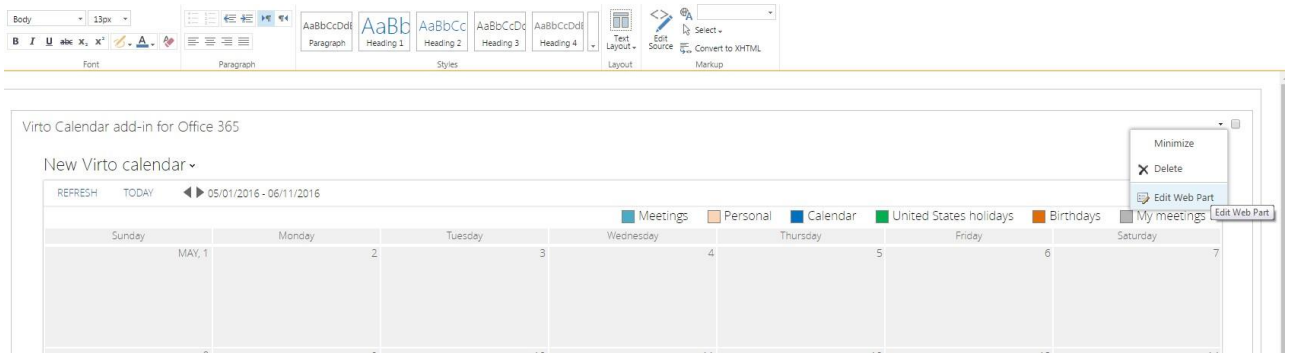


Reload SharePoint page to display Exchange Online Calendar on Virto Calendar.

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.

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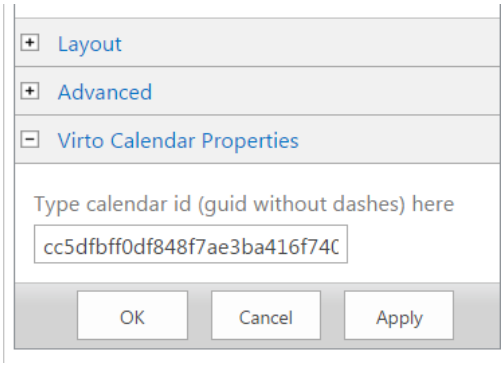
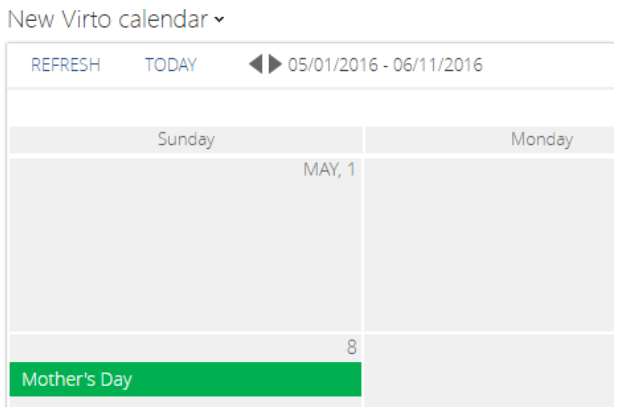
Paste this ID to app part properties field.



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



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.

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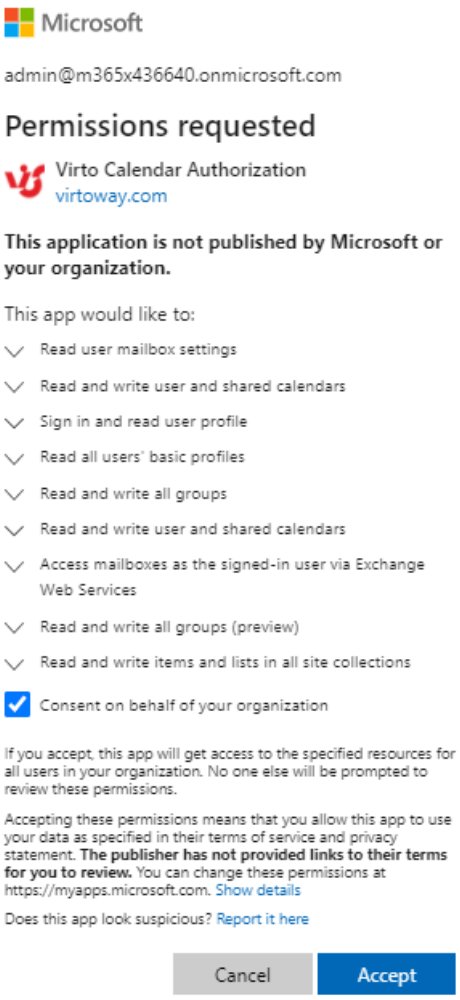
Administration and Usage

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”.



***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.

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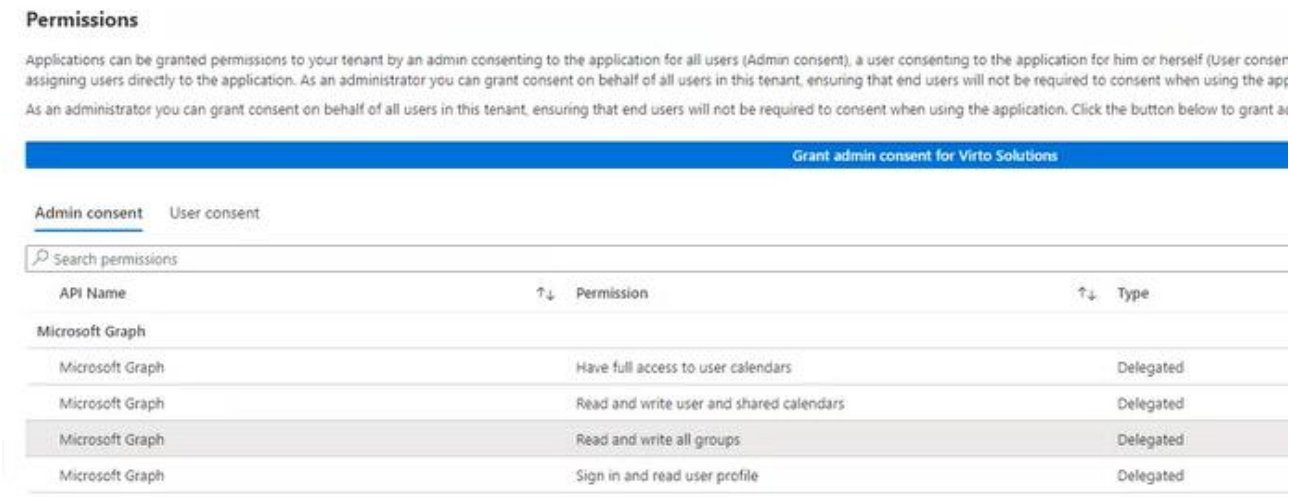
If someone has shared a Calendar with you, you need to access it and have edit rights. In this case, you also should give "**Read and write user and shared calendars**" permission to the user you share your calendar with.



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 Virto Soluti_
Calendars.ReadWrite.Shared	Delegated	Read and write user and shared calendars	No	Granted for Virto Soluti_
Group.ReadWrite.All	Delegated	Read and write all groups	Yes	Granted for Virto 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 Virto Soluti_
User.Read.All	Delegated	Read all users' full profiles	Yes	Granted for Virto Soluti_
Office 365 Exchange Online (4)				
Calendars.ReadWrite.All	Delegated	Read and write user and shared calendars	No	Granted for Virto Soluti_
Contacts.ReadWrite.All	Delegated	Read and write user and shared contacts	No	Granted for Virto Soluti_
EWS.AccessAsUser.All	Delegated	Access mailboxes as the signed-in user via Exchange W...	No	Granted for Virto Soluti_
Group.ReadWrite.All	Delegated	Read and write all groups (preview)	No	Granted for Virto Soluti_

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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.

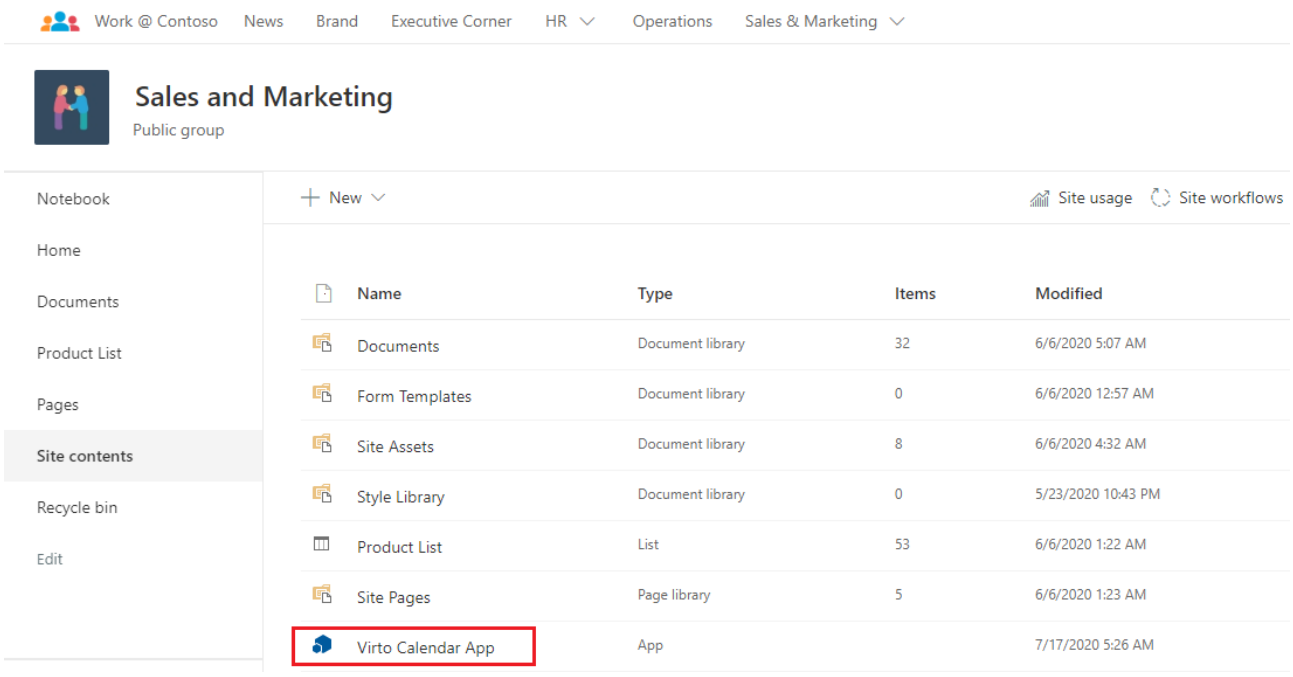
Calendar Configuration

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 message with brief description and instruction will appear. Click "Configure My Virto Calendar".

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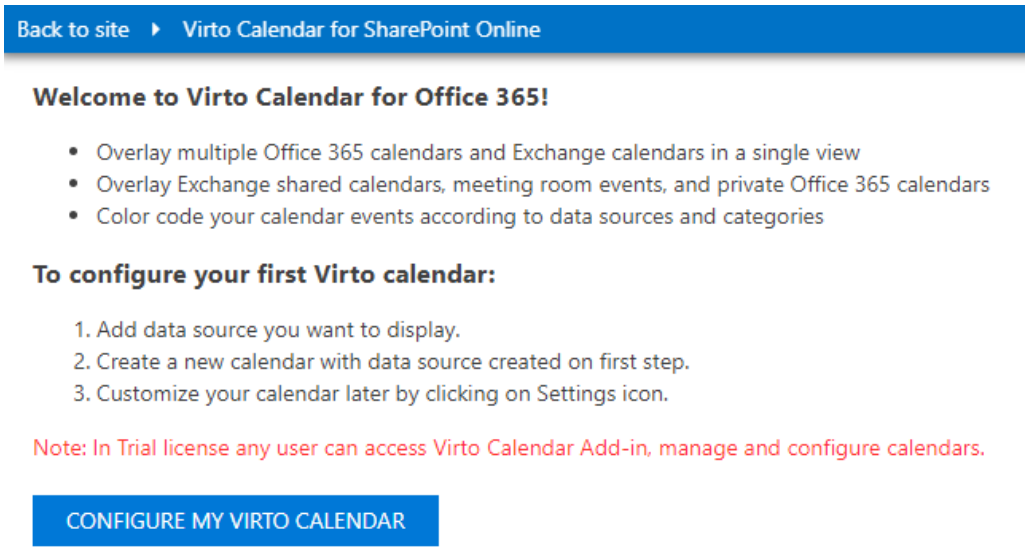
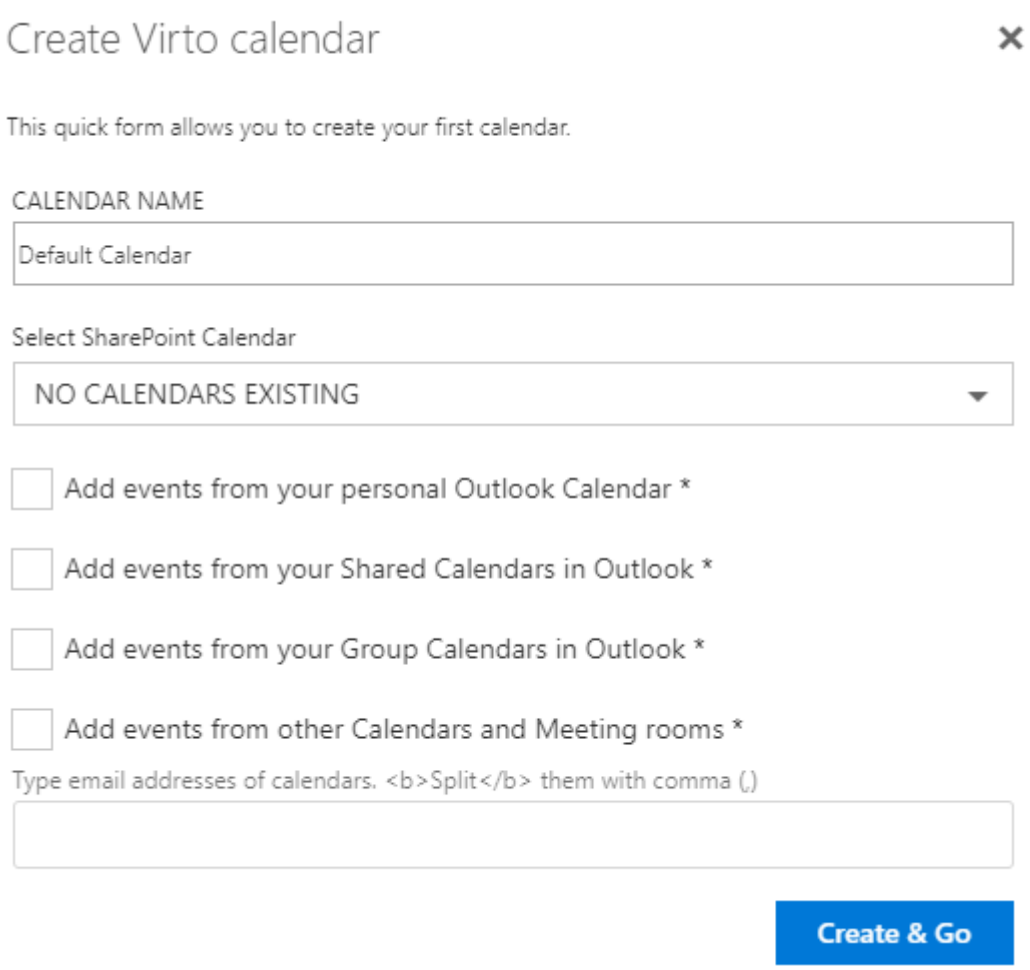


Here you need to specify the calendar name and choose the calendars to take the items from. Click "Create & Go".



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

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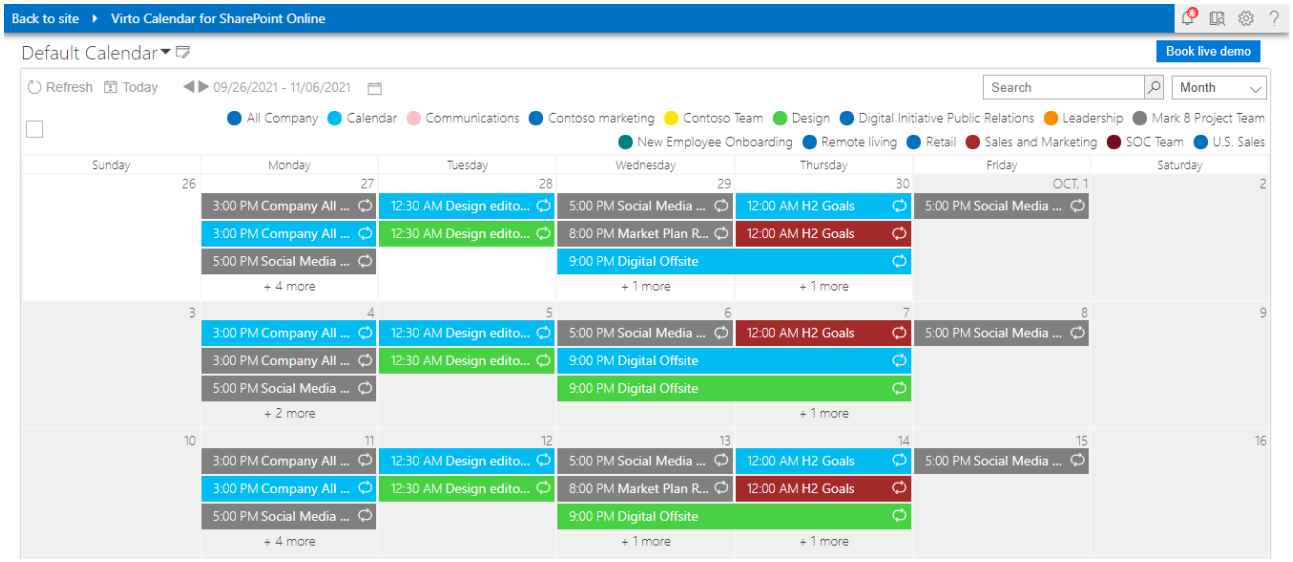
tenant. Before a trusted application can be used in the tenant, tenant consent is required. Calendar Authorization App permission requests must be consented to by the tenant's admin account.

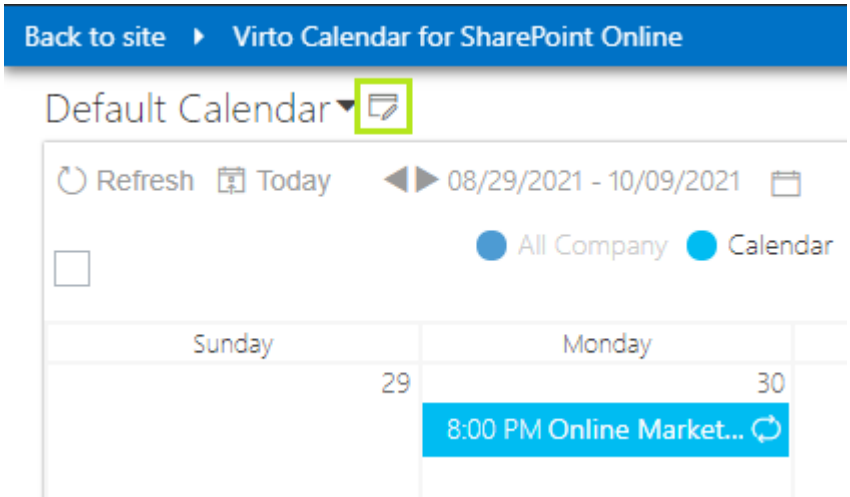
Your tenant admin should mark checkbox "Consent on behalf of your organization".
Once it will be accepted, the Calendar Authorization App can get oauth tokens from AAD, for that tenant and display Calendars from Exchange Online or other Site Collections.
Once completed, all users within the organization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

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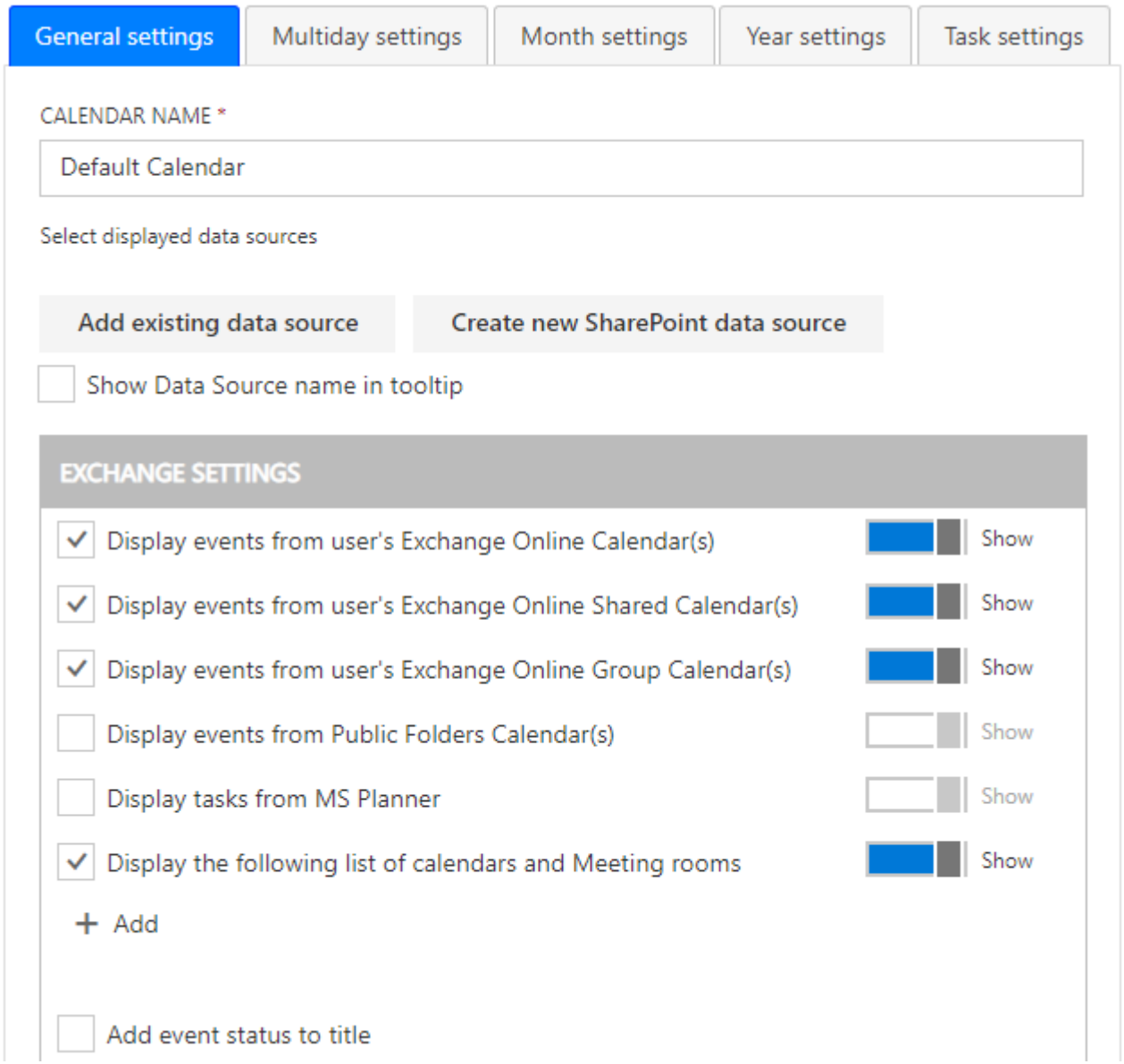

General Settings

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).

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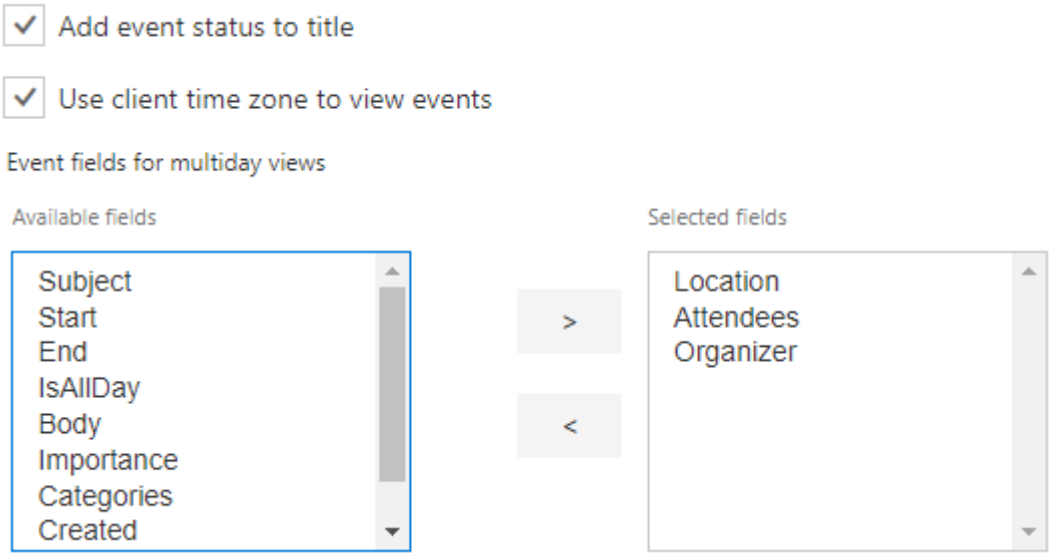
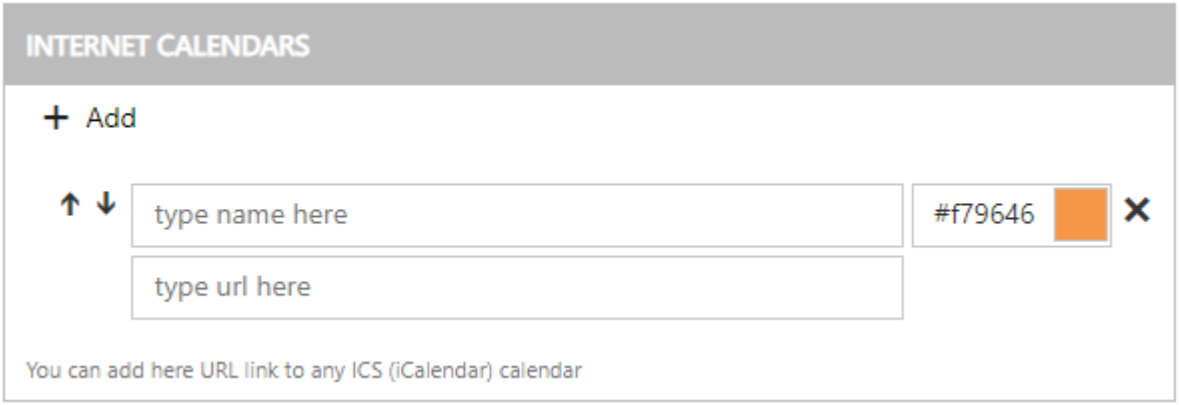


Here you can add ICS calendars from the internet by adding a URL.



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.

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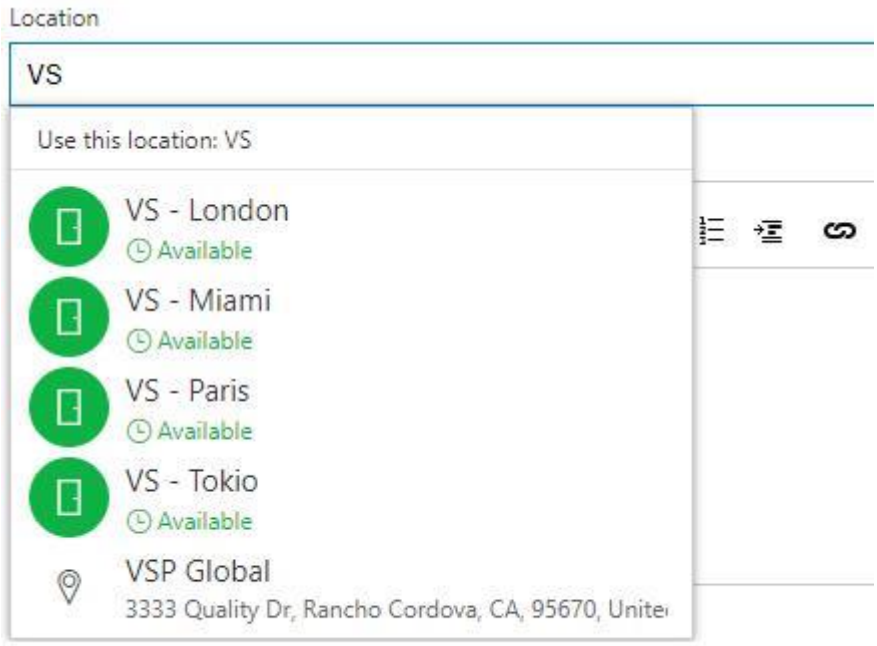
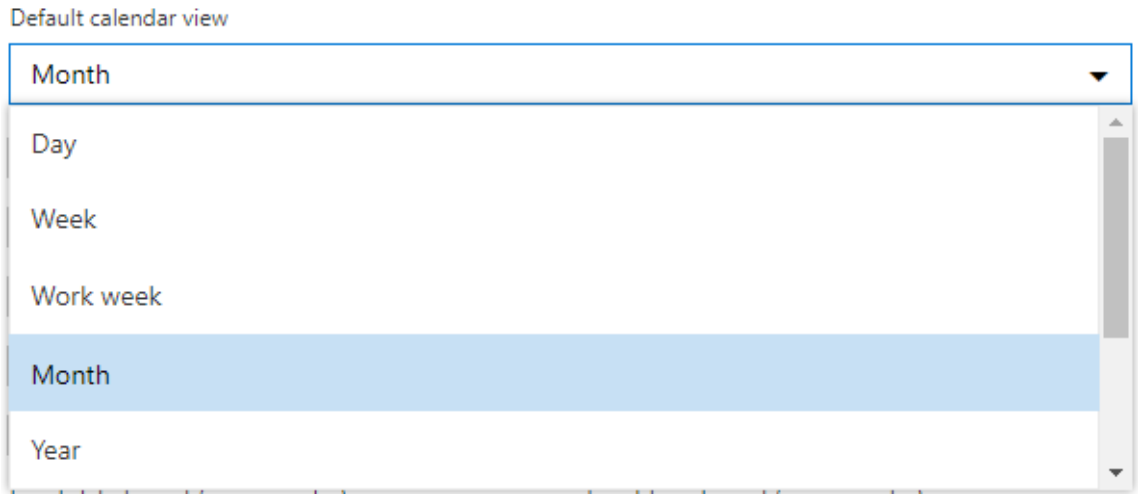


***Note**: to make the option work, please, reinstall Calendar Authorization App in your tenant AD. This is important because we have added one more delegated permission to read tenant places. Also, you should re-add the calendar authorization app in your Azure AD enterprise applications. (Only a global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

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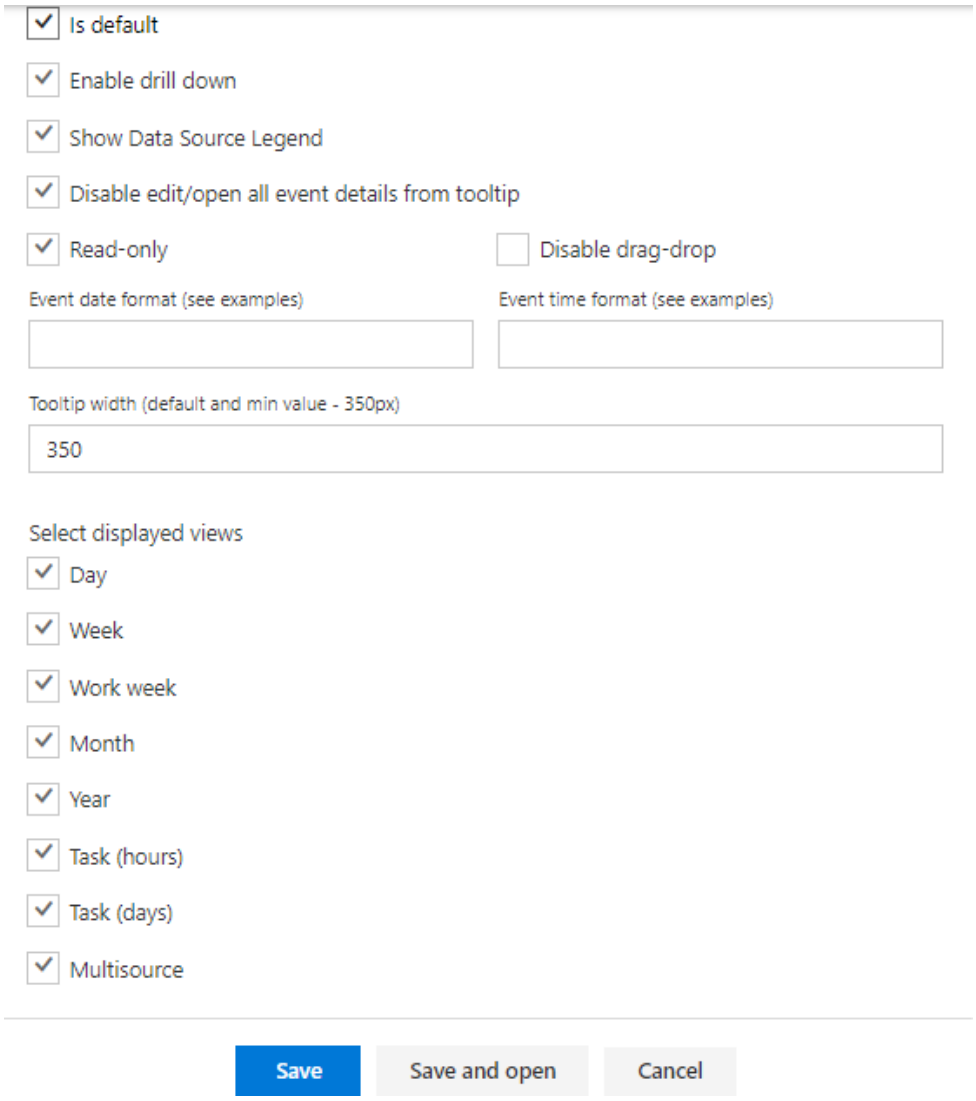

Do not forget to save the changed settings before closing.

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".

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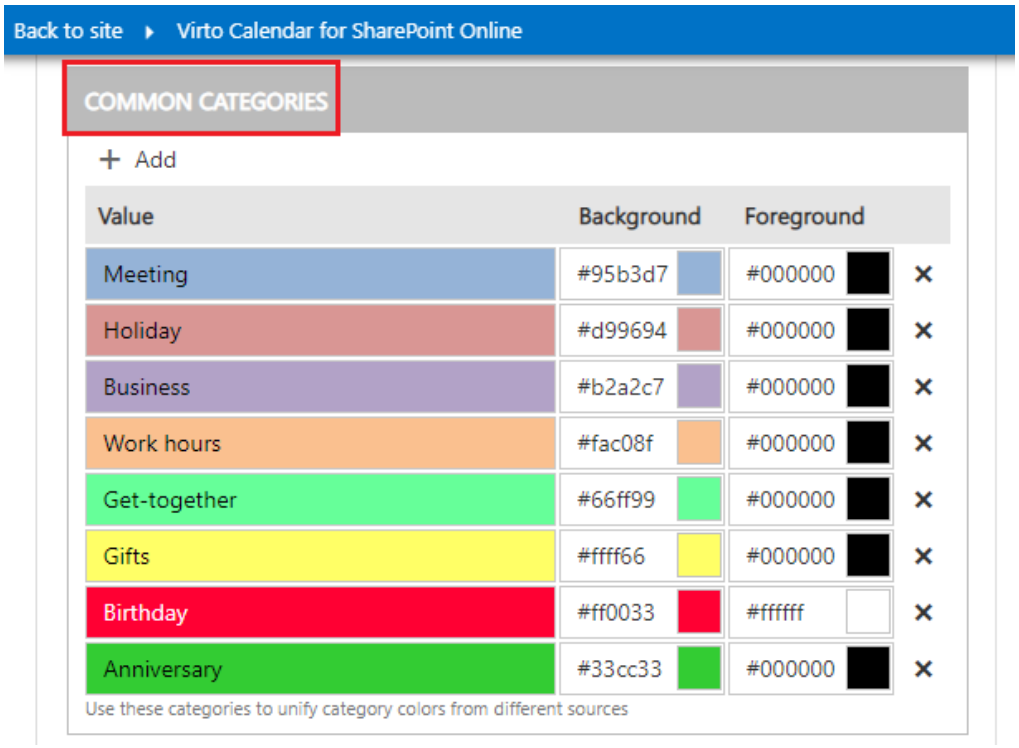
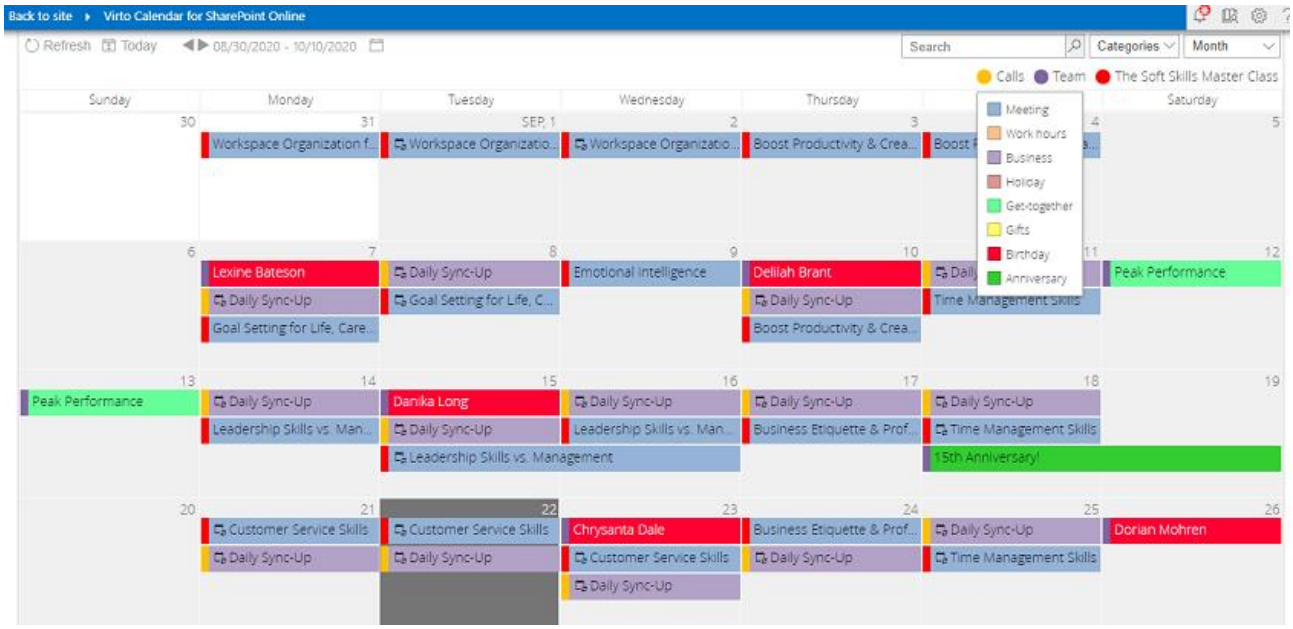


Now all the data sources of your Virto Calendar have the same color-coded categories.



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**“.

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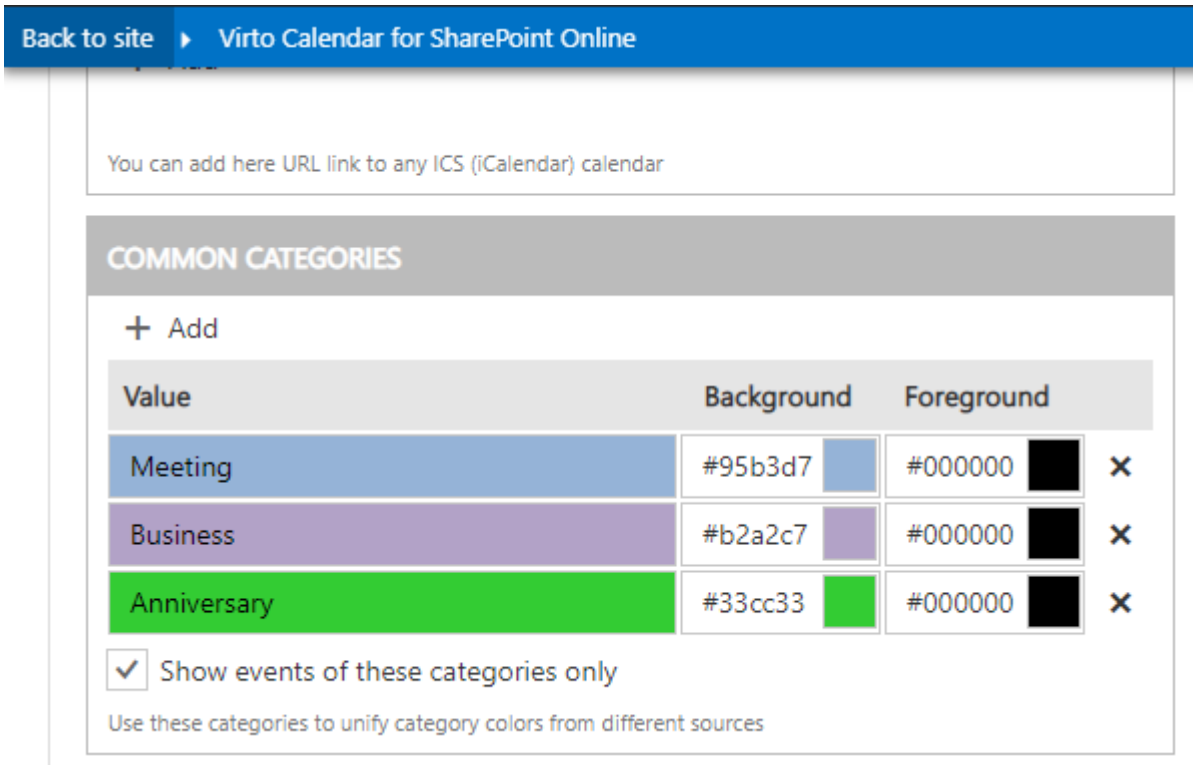
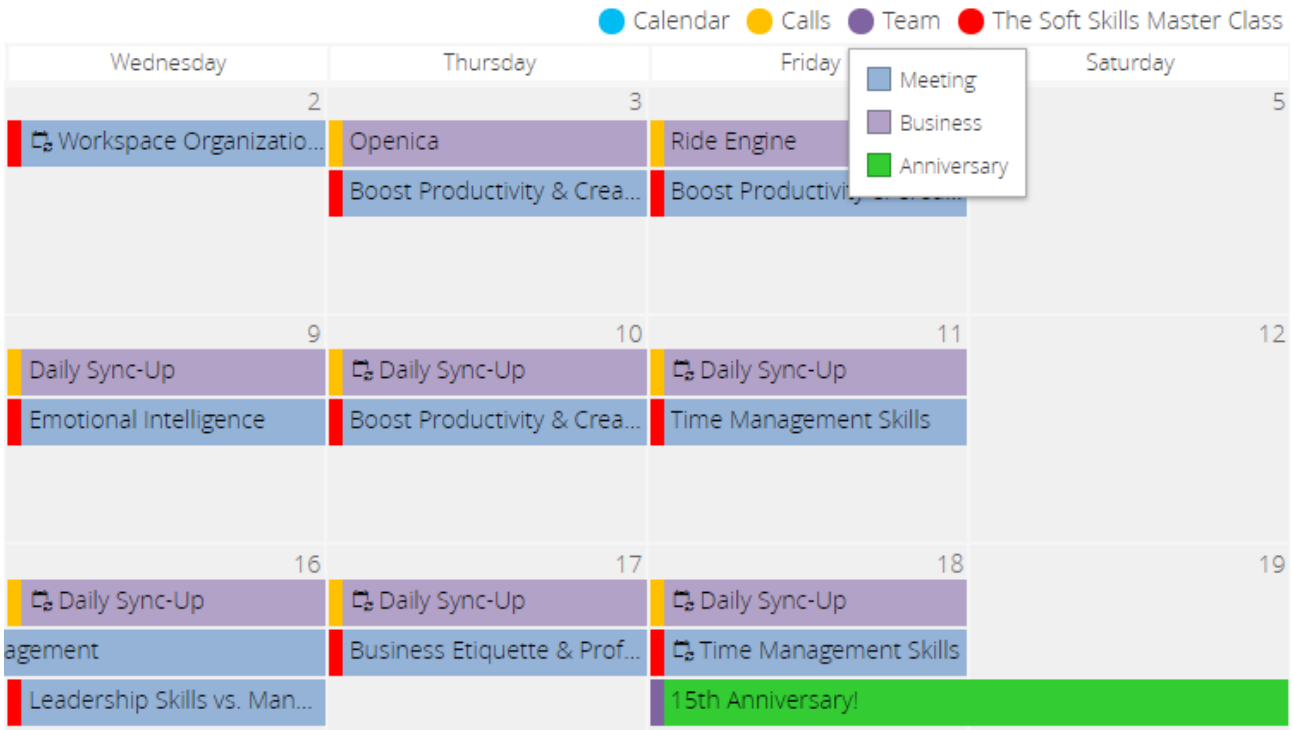


As a result, only events of selected categories will appear in the Virto Calendar.



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

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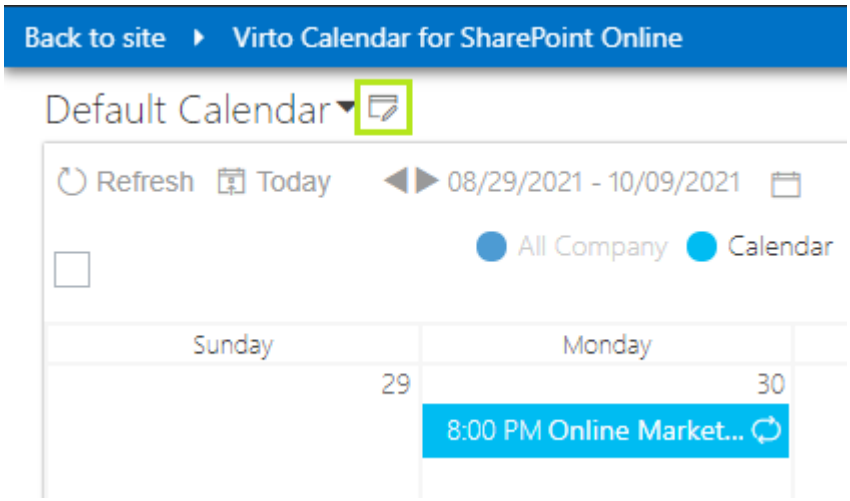
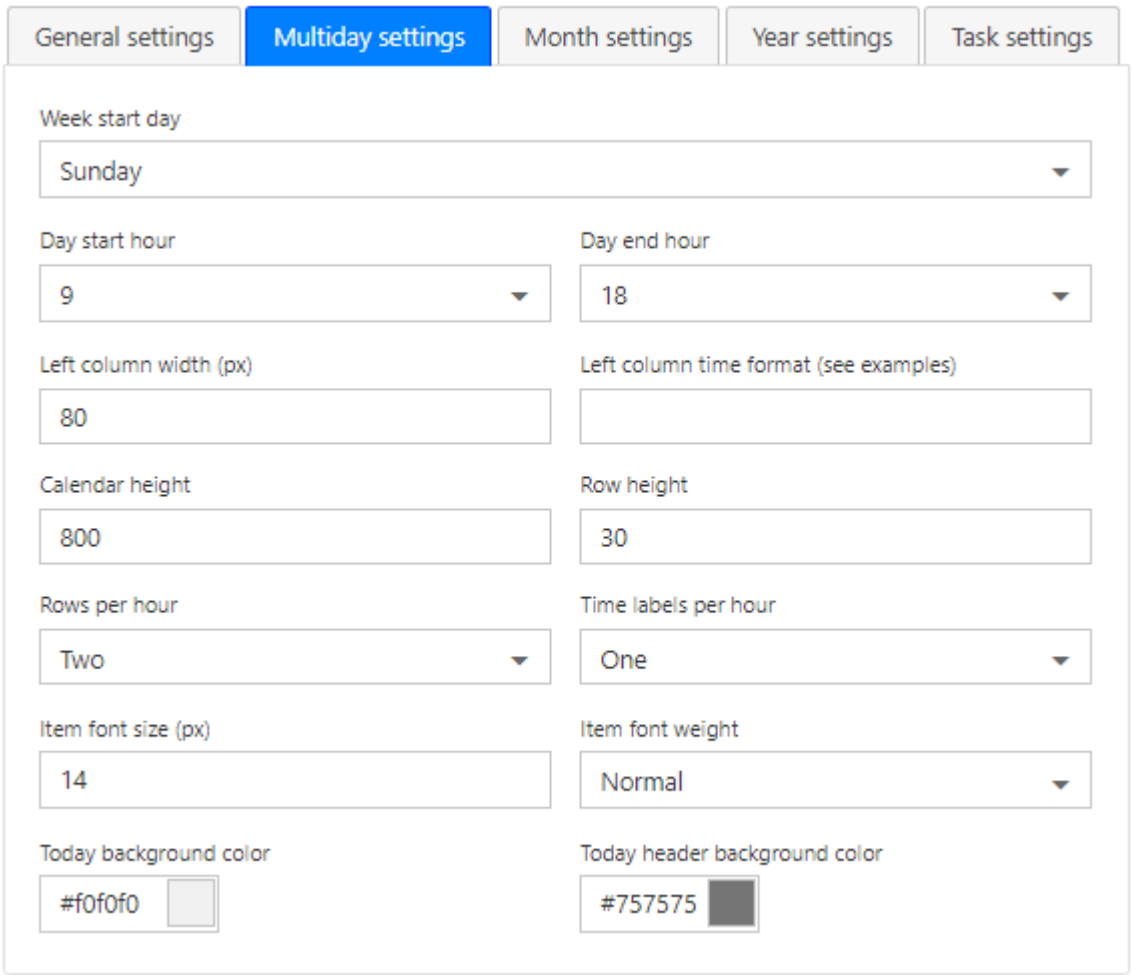


When you and other users of SharePoint site with the rights of adding calendars create more calendars, you can pick a calendar from the dropdown to display.

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.



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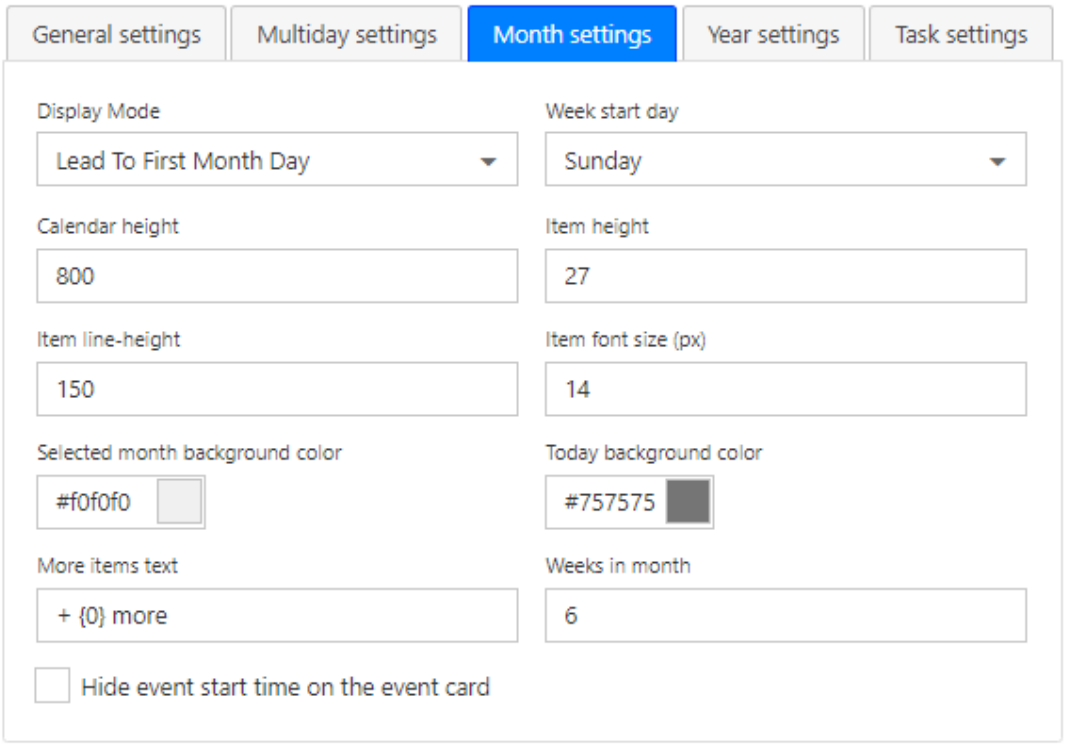
Month Settings

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”.



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.

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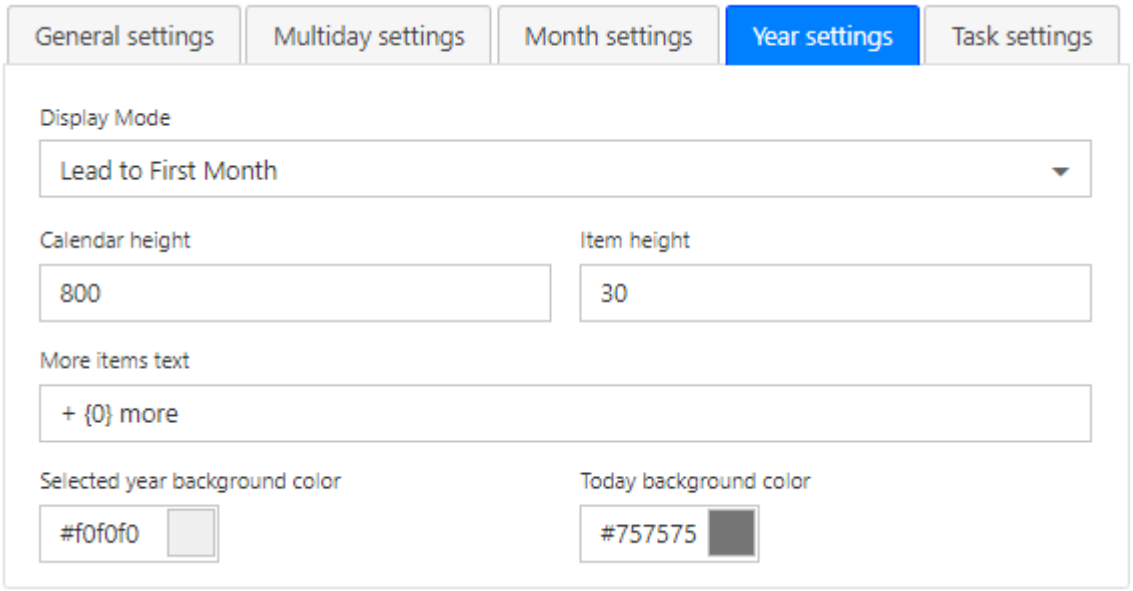
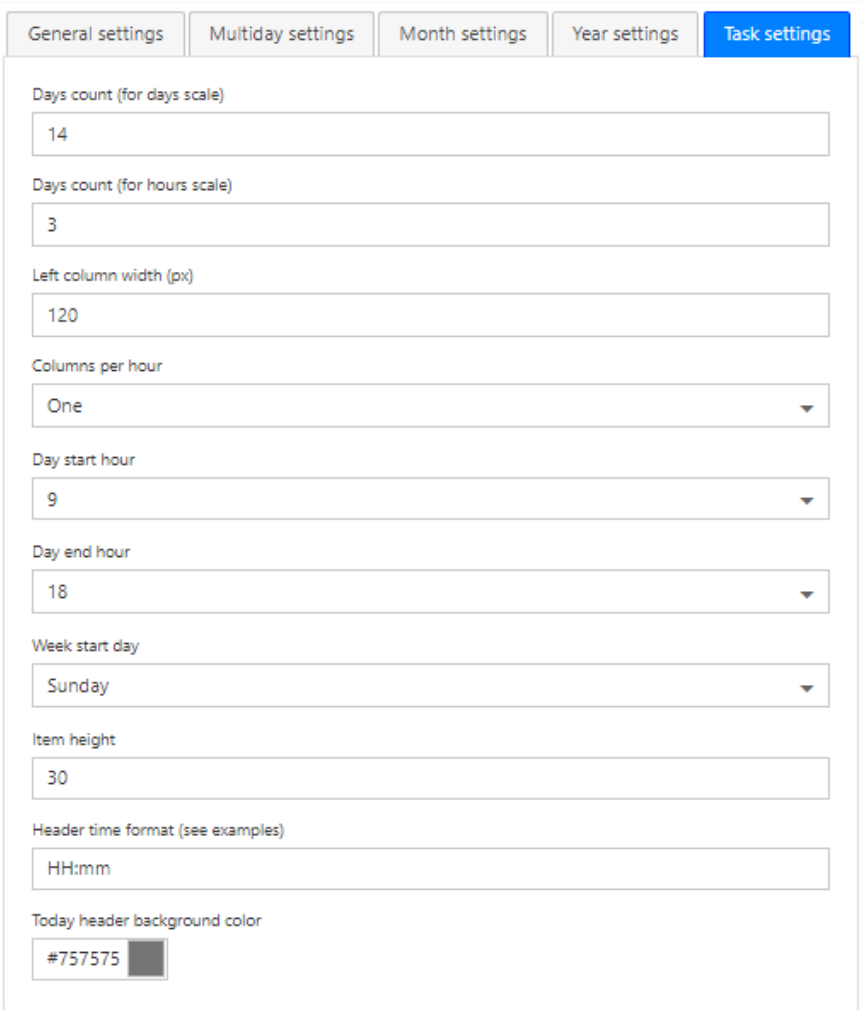


Task Settings

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.



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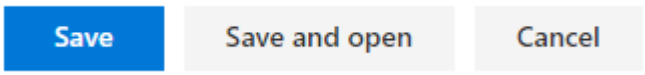
Do not forget to save the changed settings to apply them for the calendar.



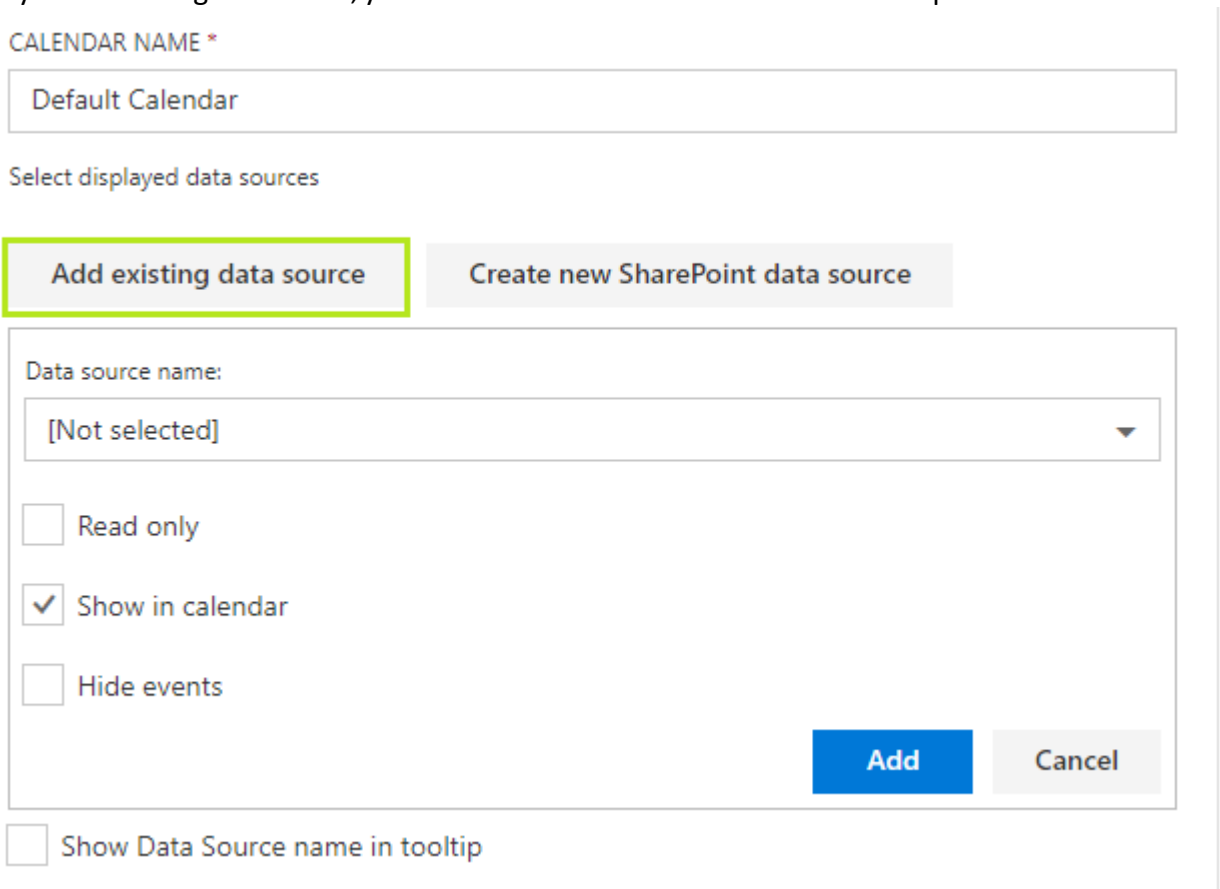
Use “Save and open” to open the changed calendar instantly after saving.

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.



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.

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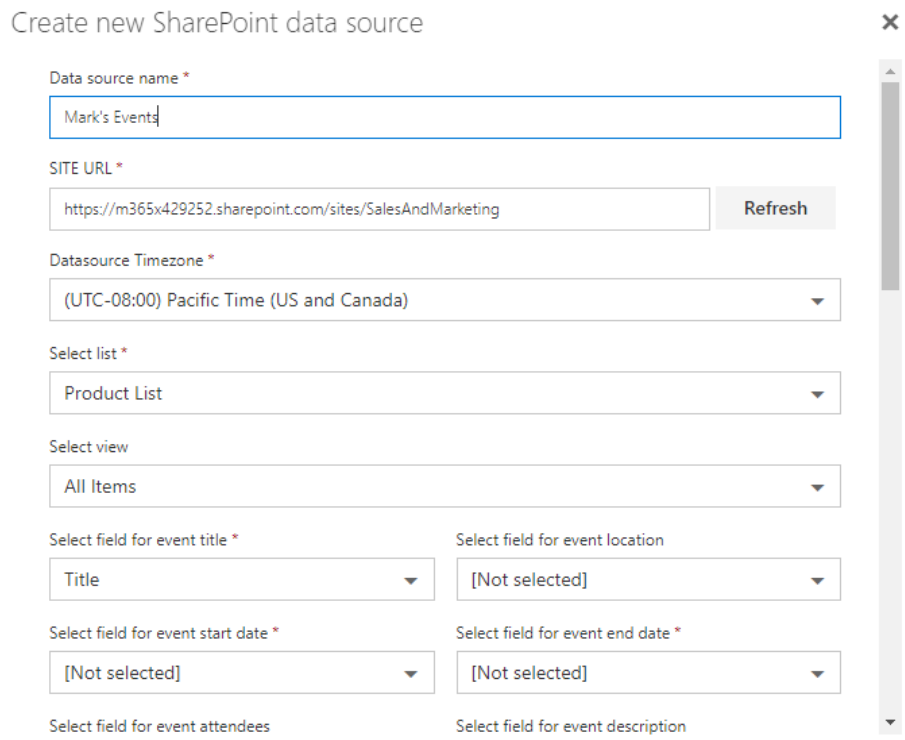
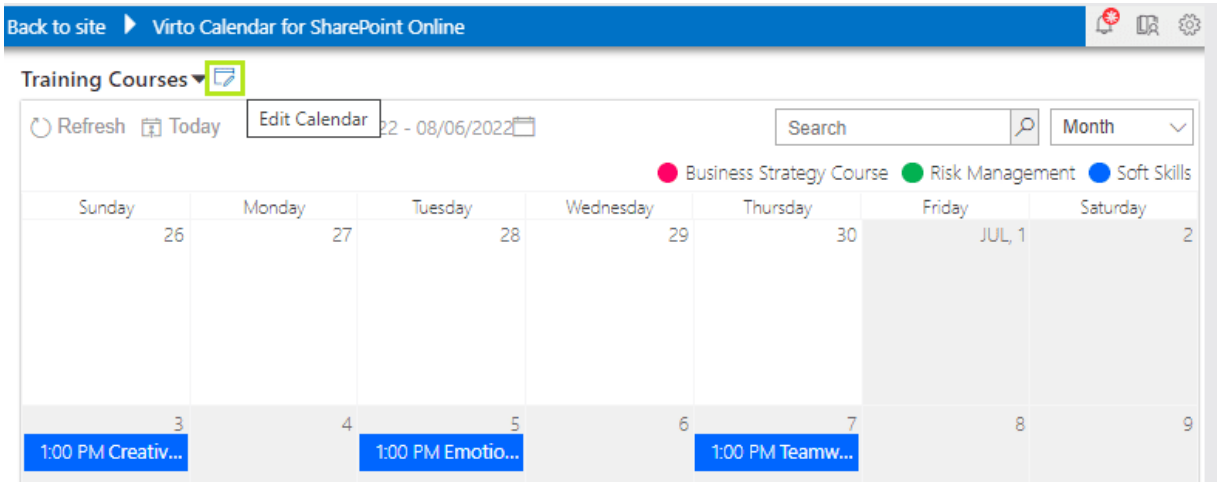


List of Data Sources

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.



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

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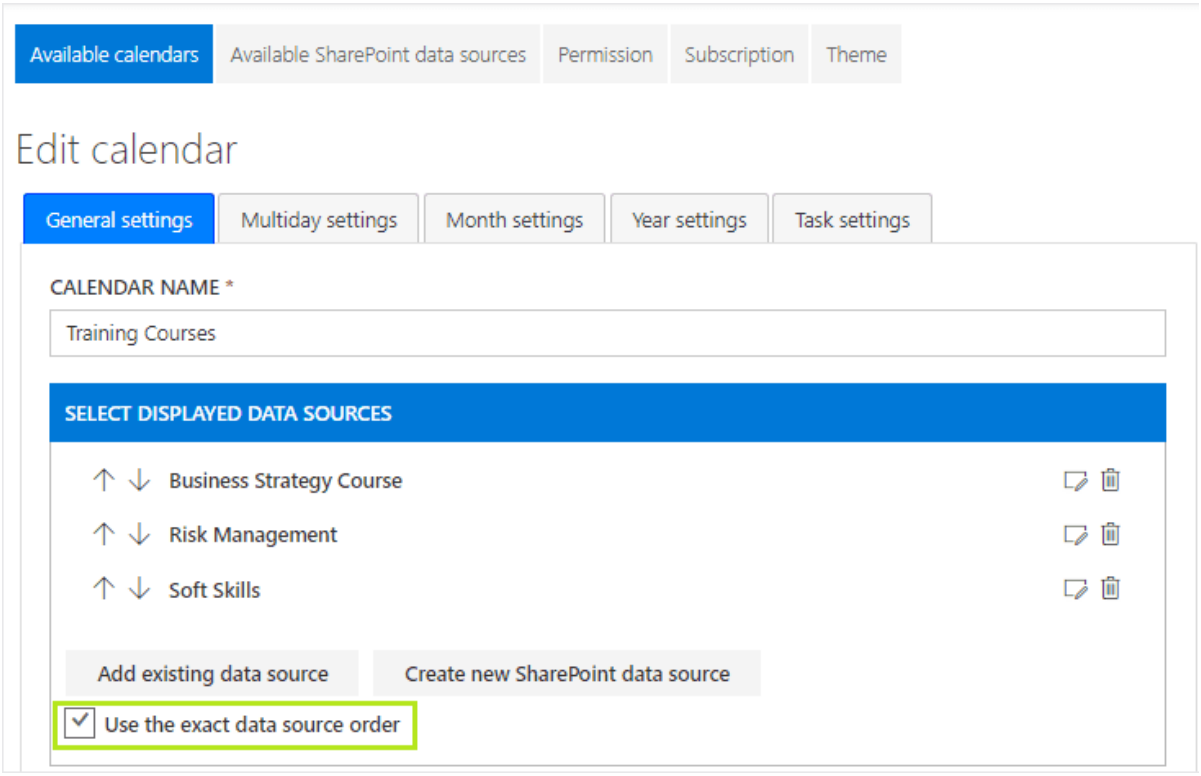
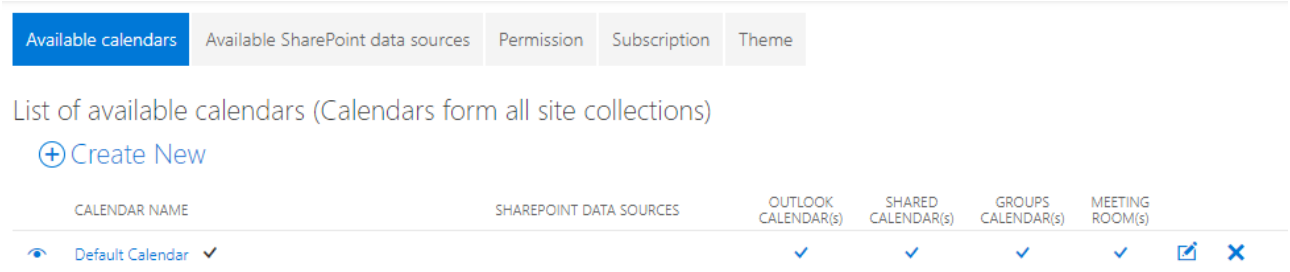


Adding New Calendar

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.



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.

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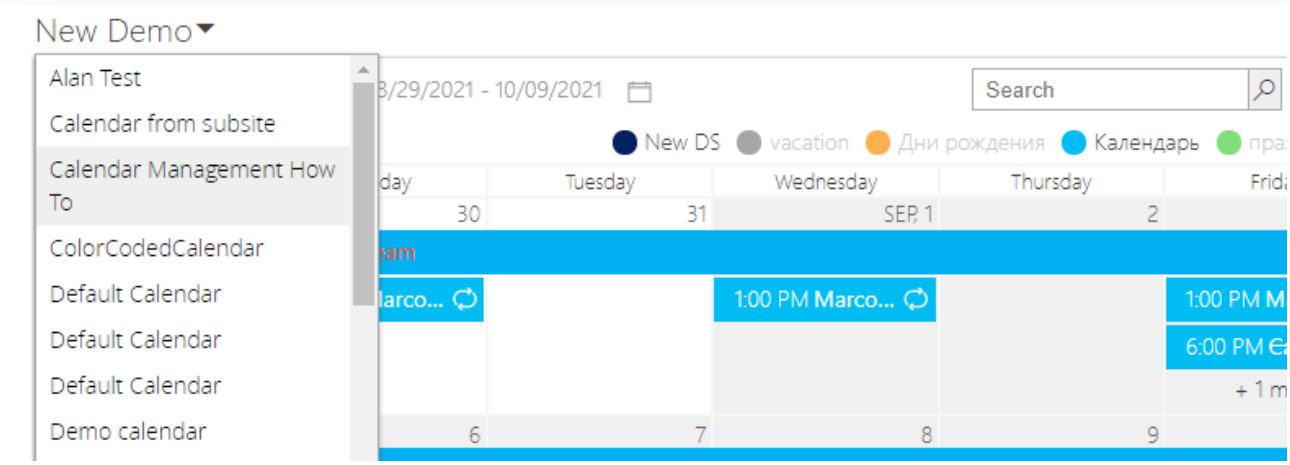
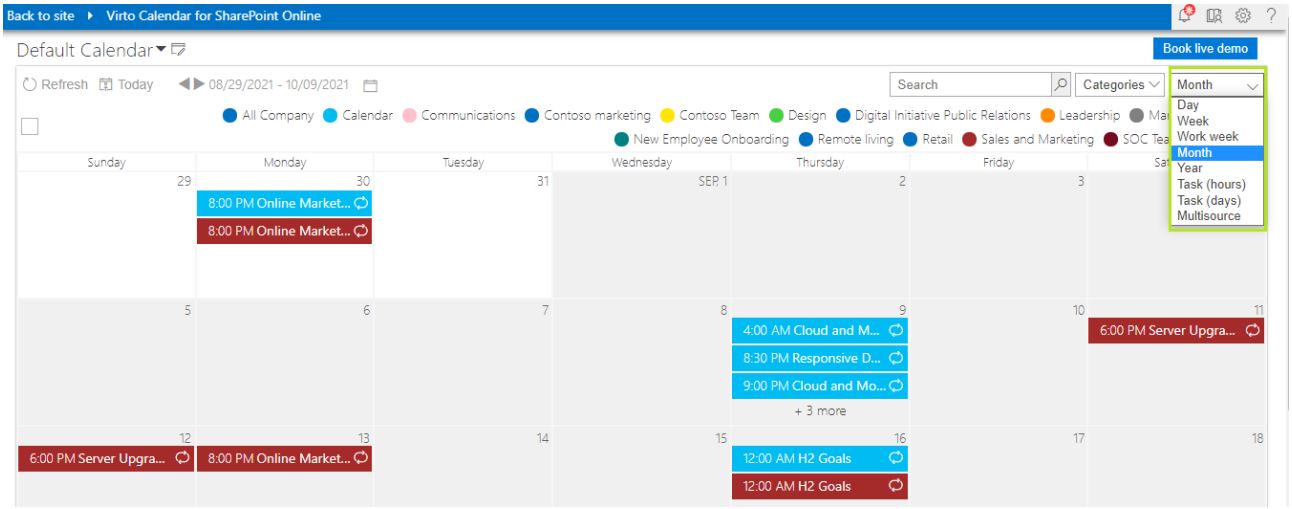


Actions with Calendar Items

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.

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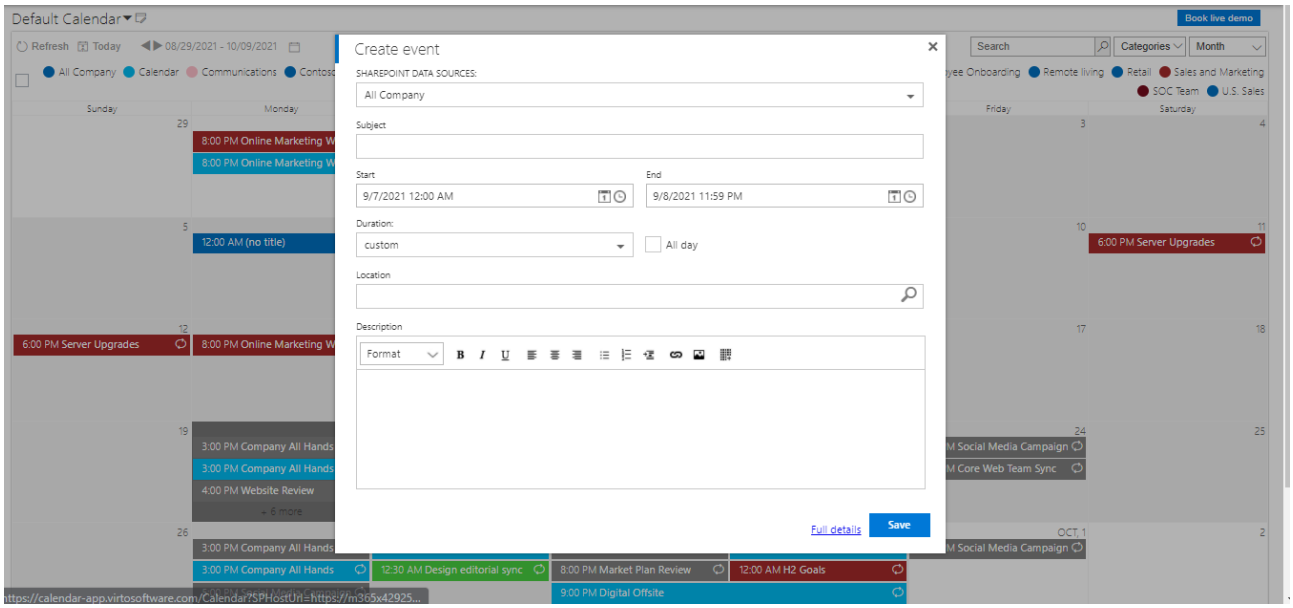
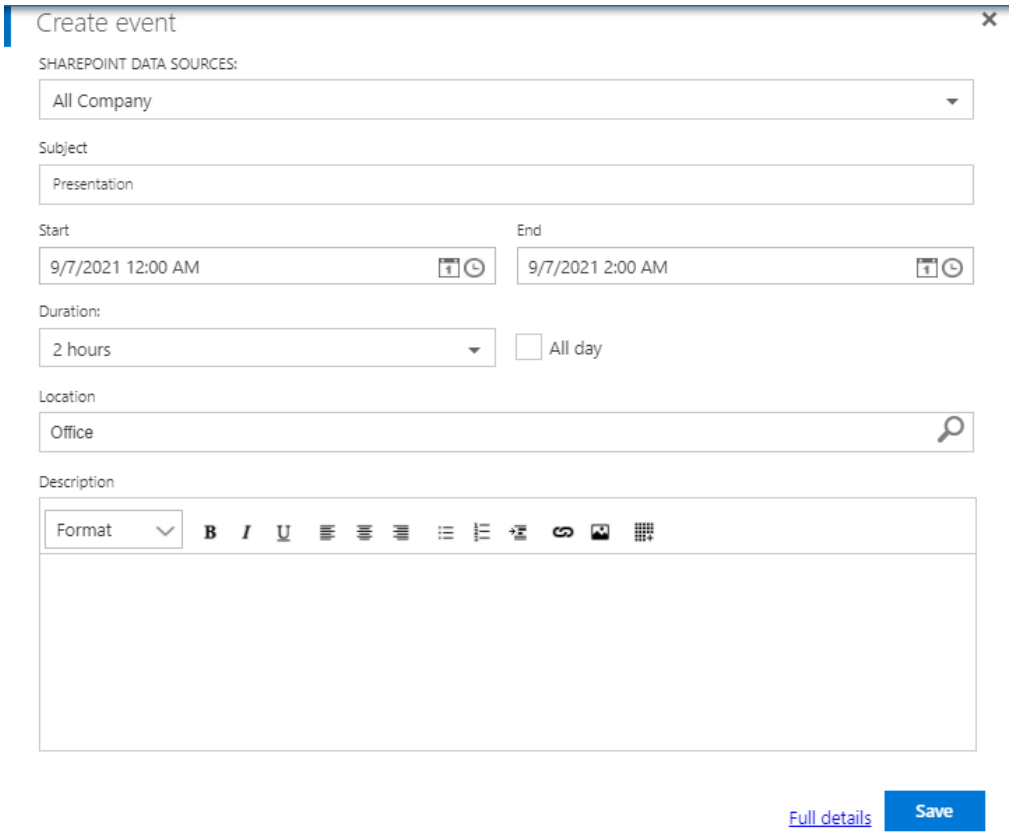


Type the name, select the required data source, specify start and end dates, location, and click “Save”.



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

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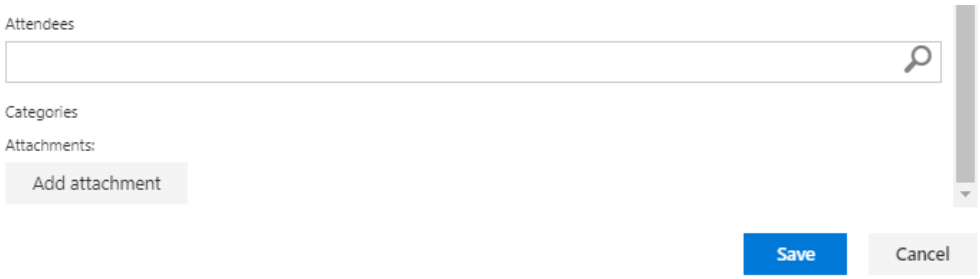
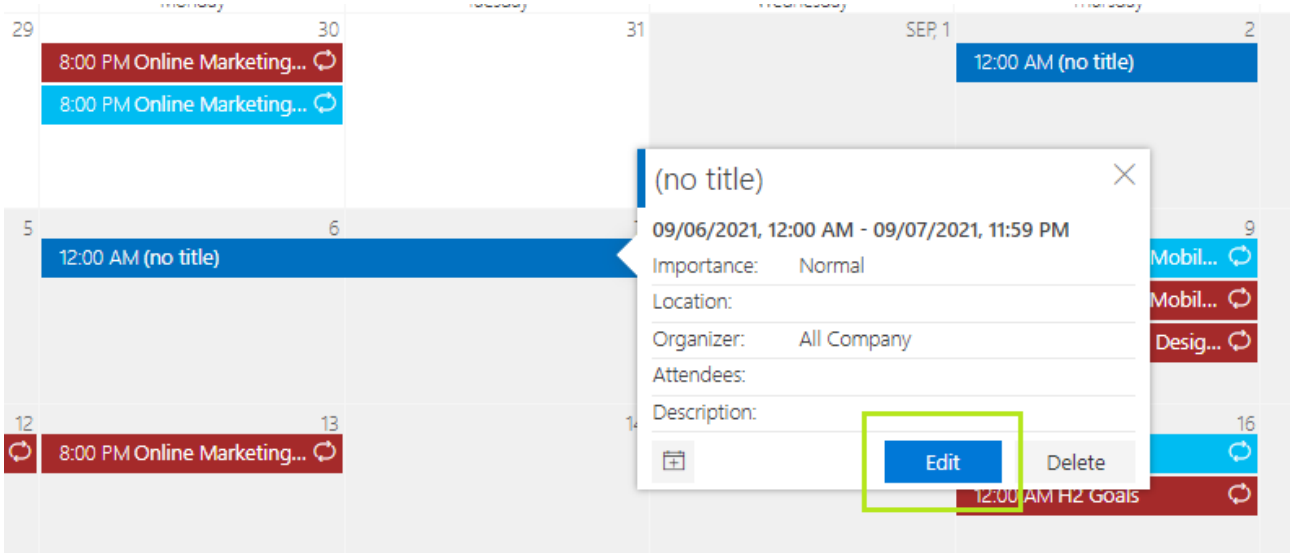


***Note**: drag&drop mode is not available in the "Year" view.*

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".

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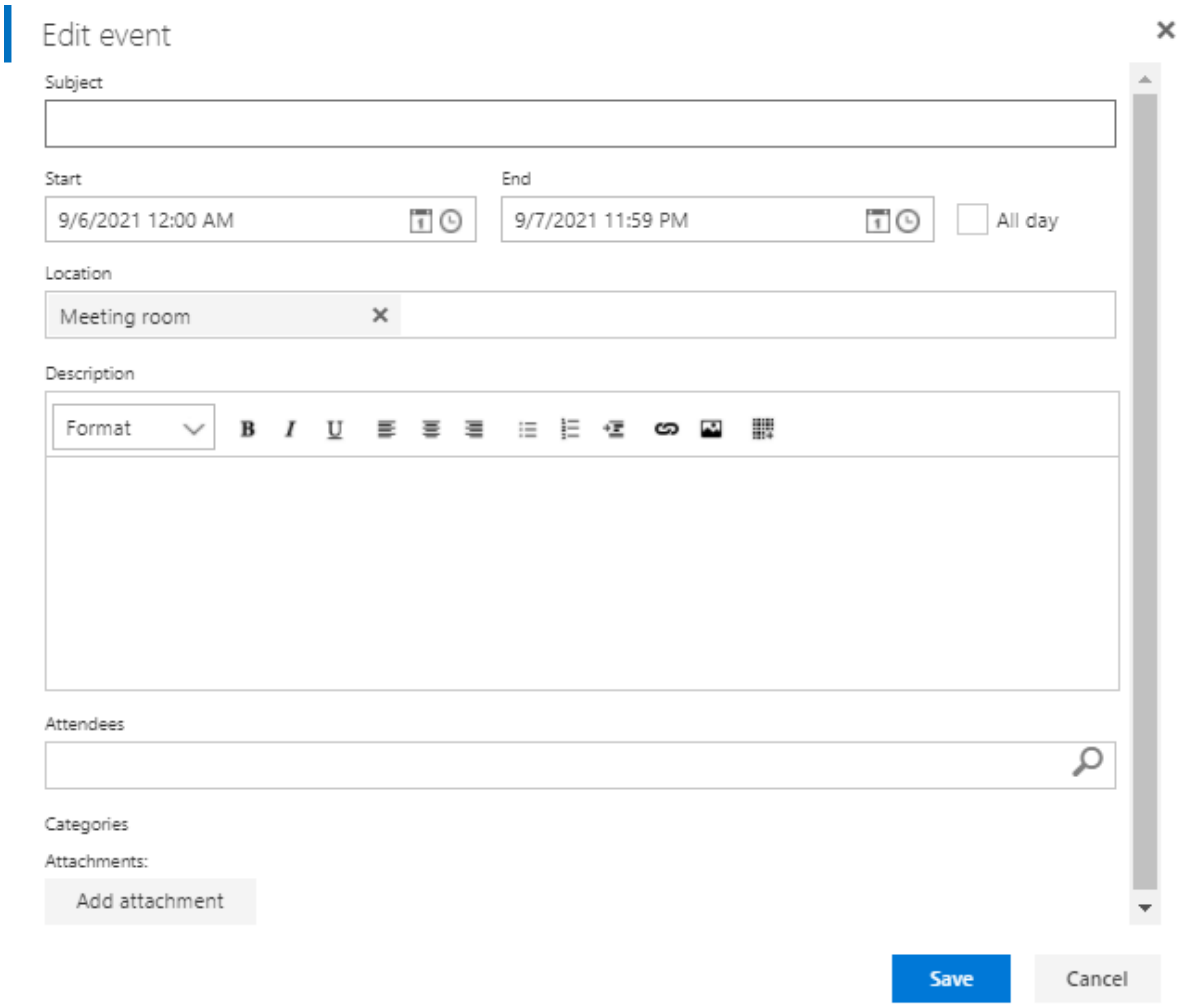
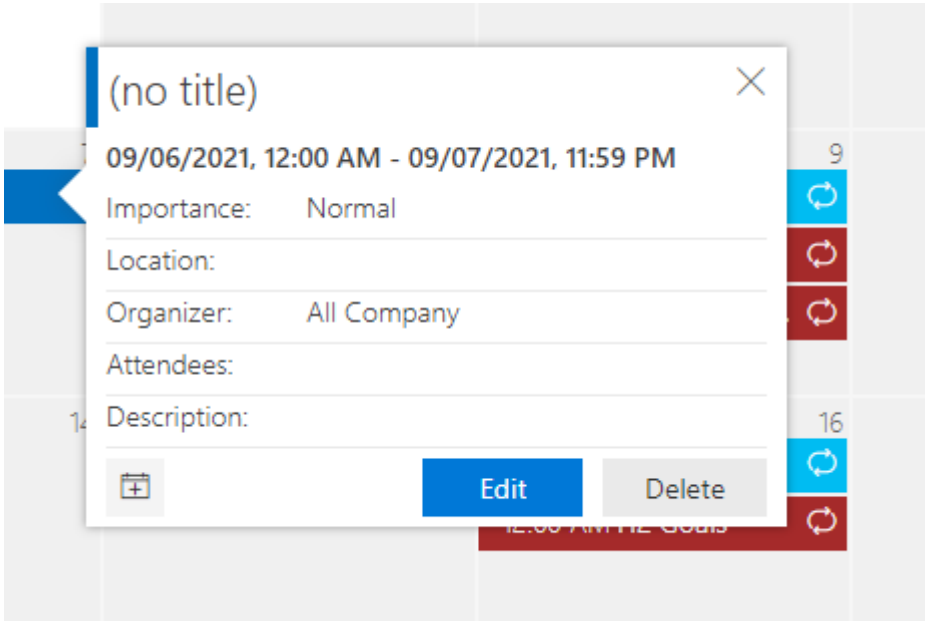


To delete an event, click required one and then click “Delete” in tooltip.



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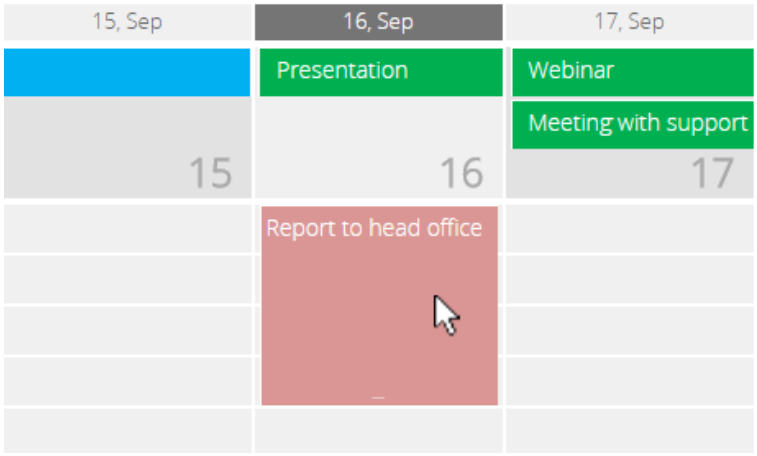
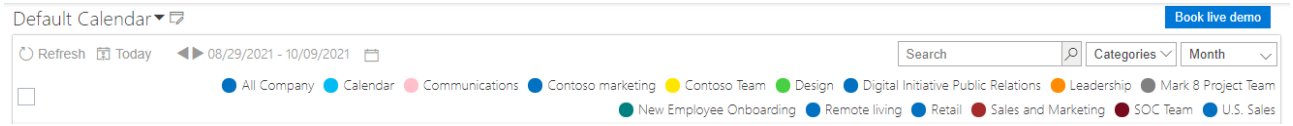
In the week and work week view you can hover the cursor over event name to move this event with drag and drop.

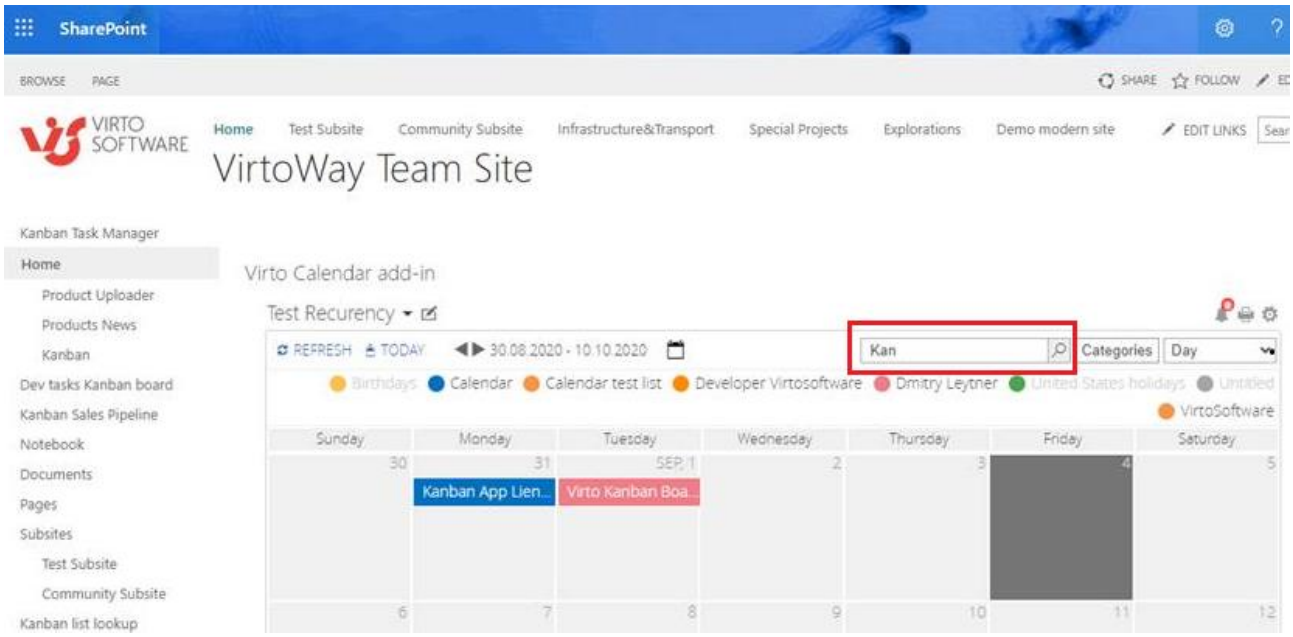
Click on empty space on the event body to edit or delete it.



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).

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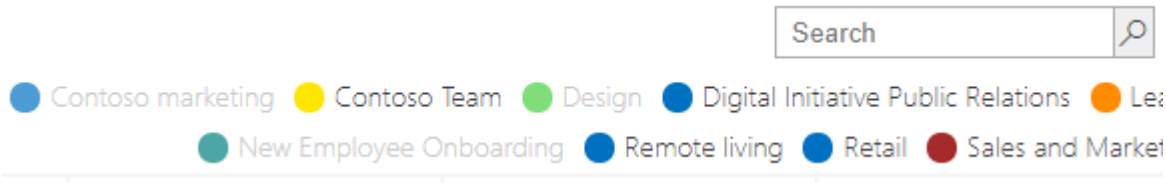
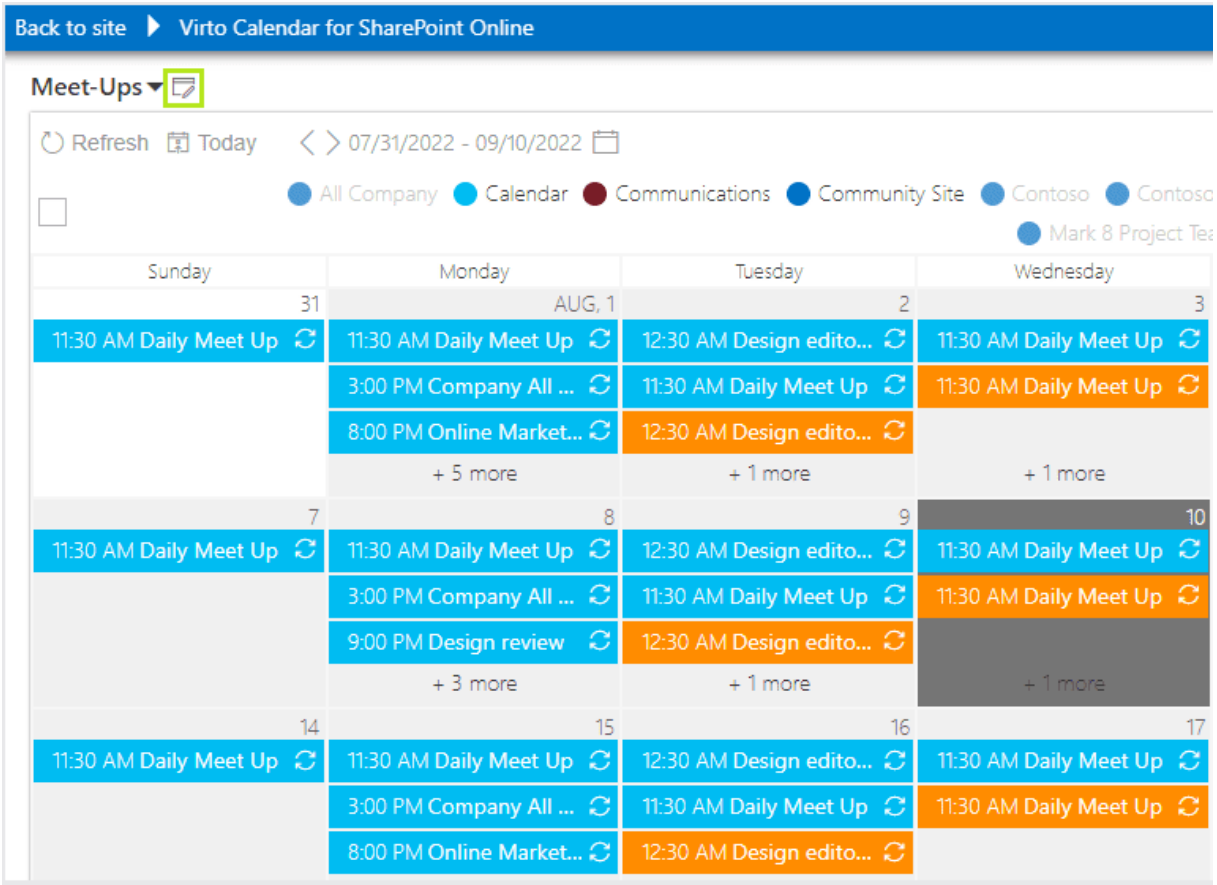


Creating Teams Meetings from Calendar Events

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.



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

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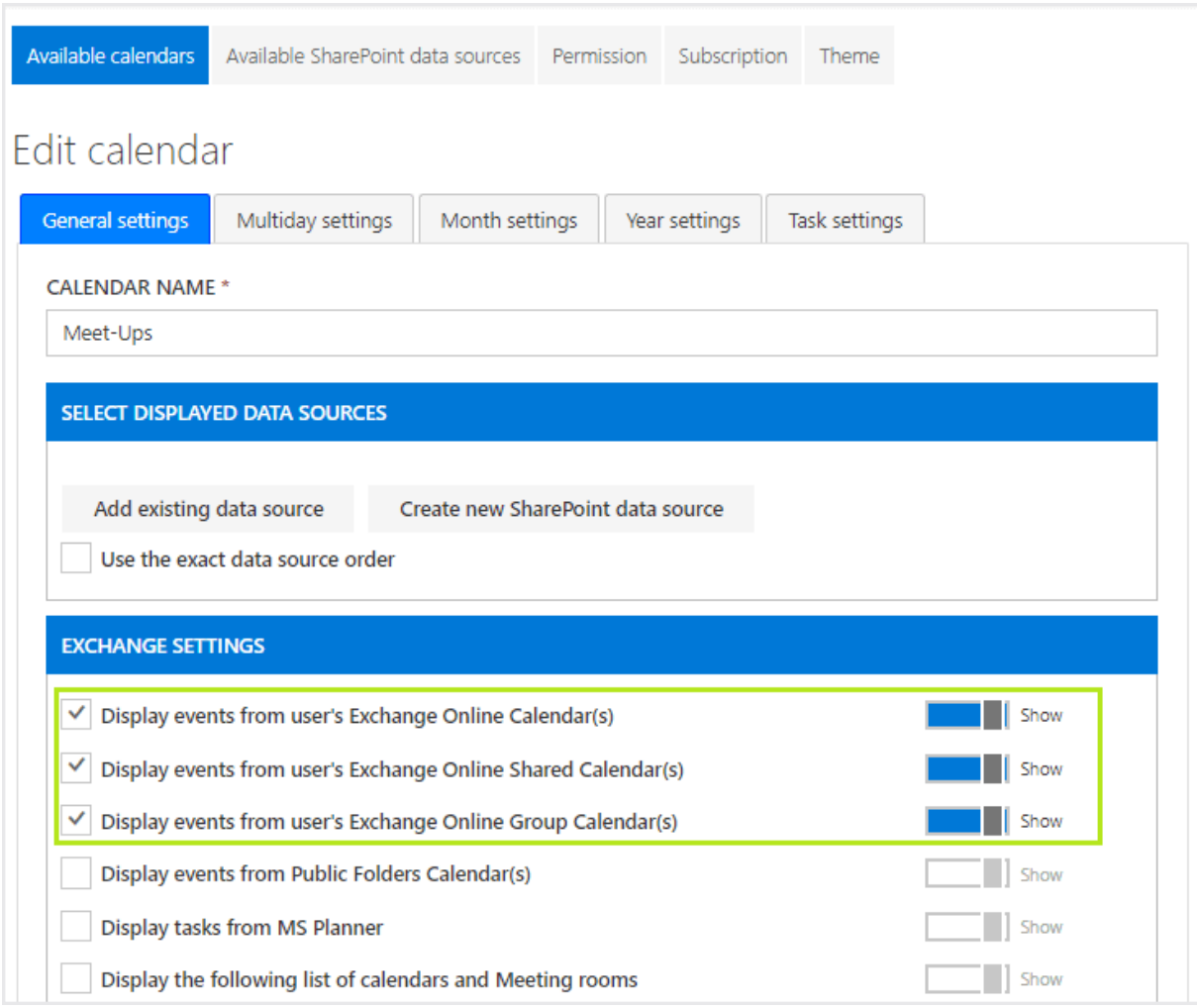
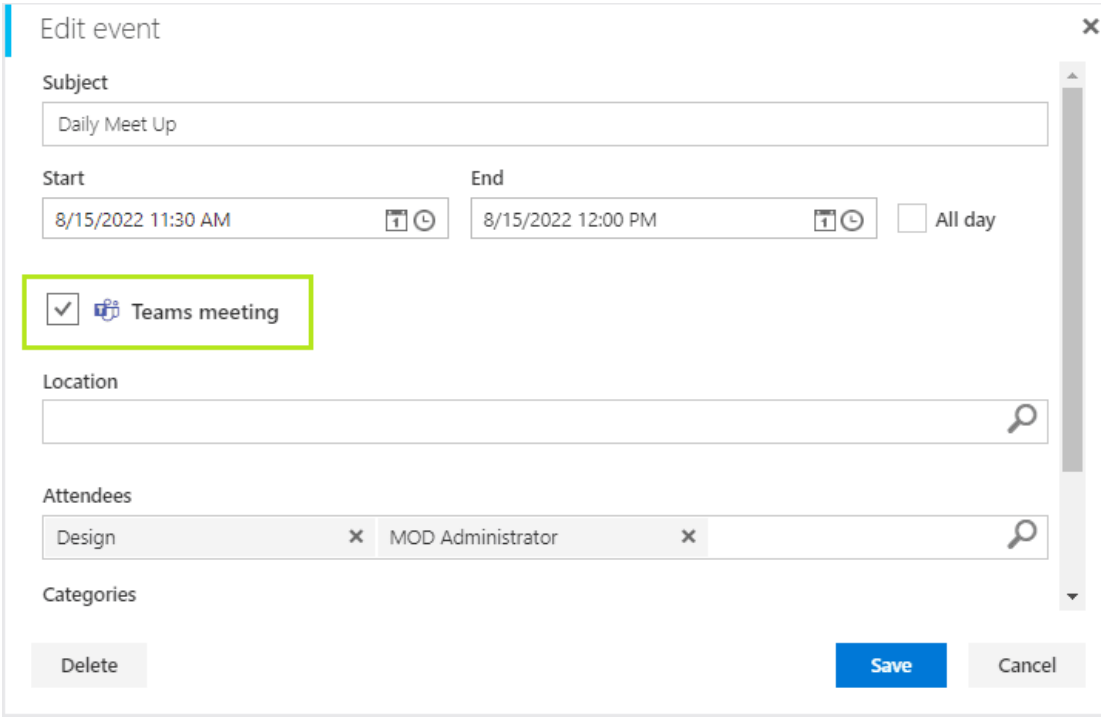


Return back to the Calendar and edit the event you wish you add to Teams Calendar. Choose the checkbox “Teams meeting” and save the event.



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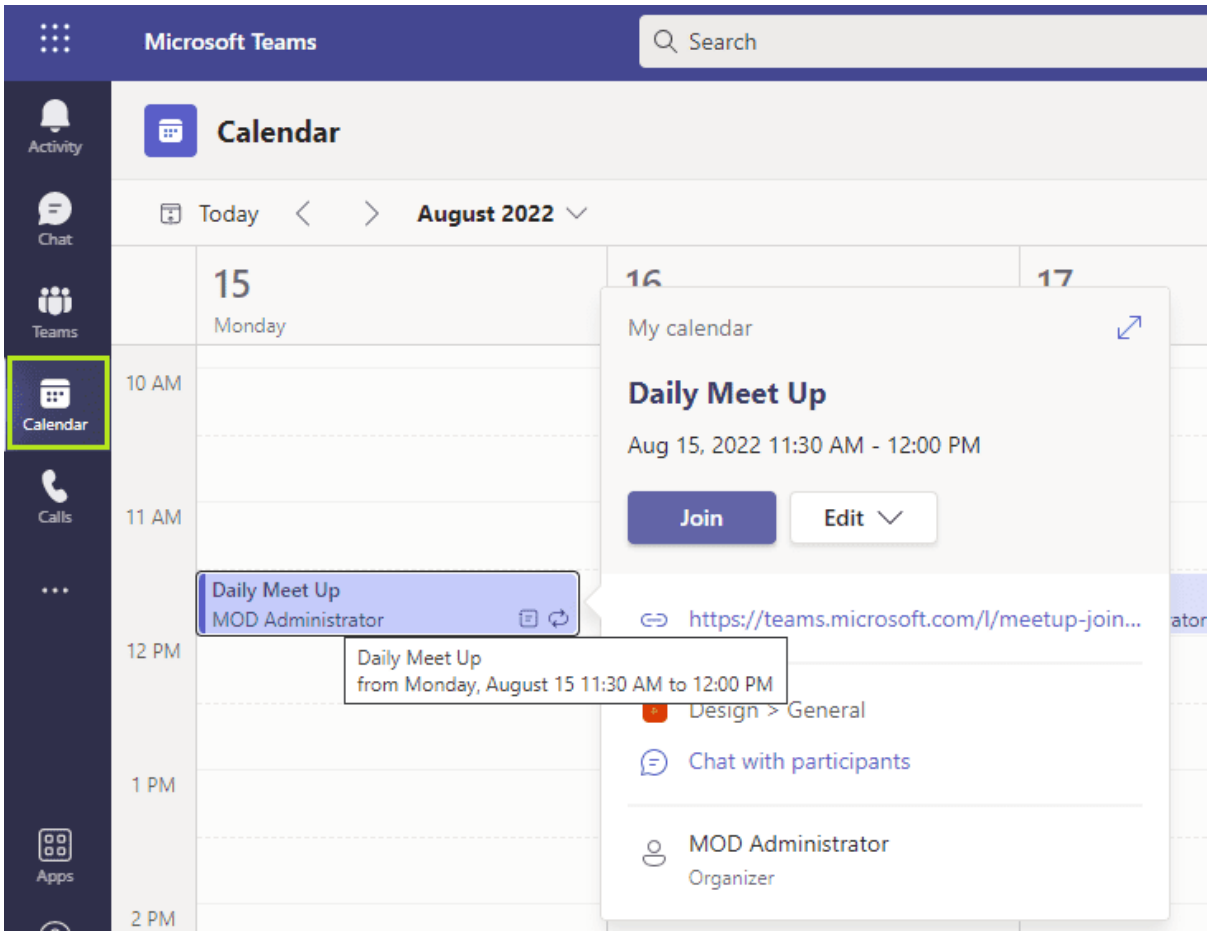
Open Teams Calendar and check the newly added Outlook event in it.



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).

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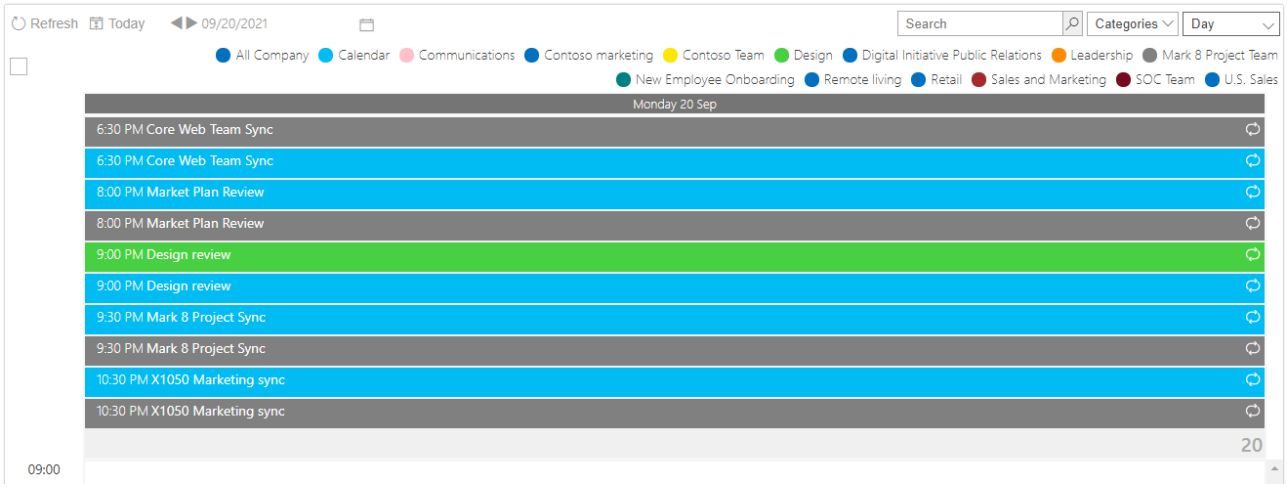
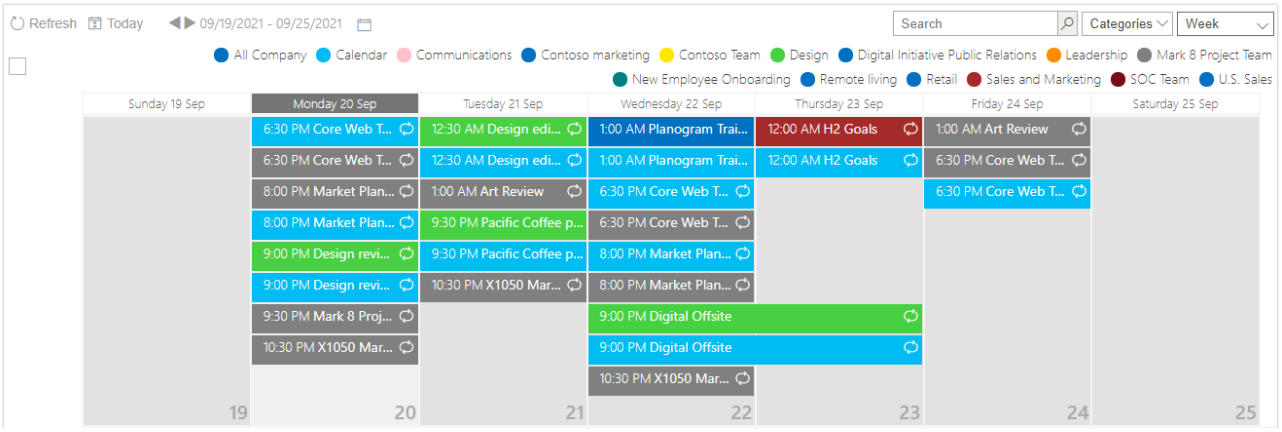
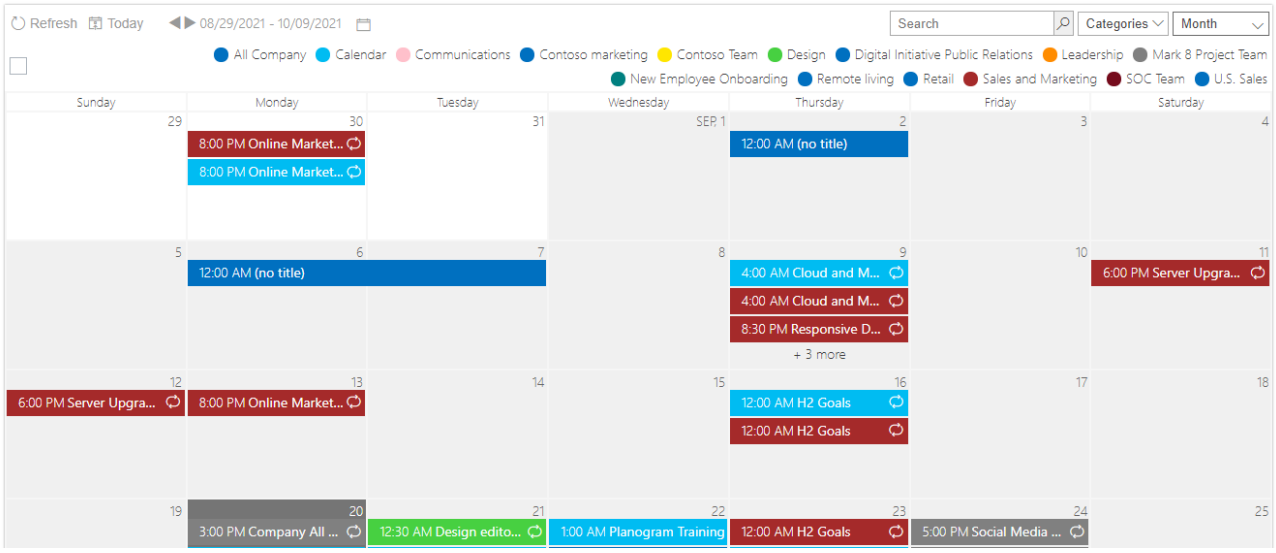
Day



Week



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



Year view allows you to view events.

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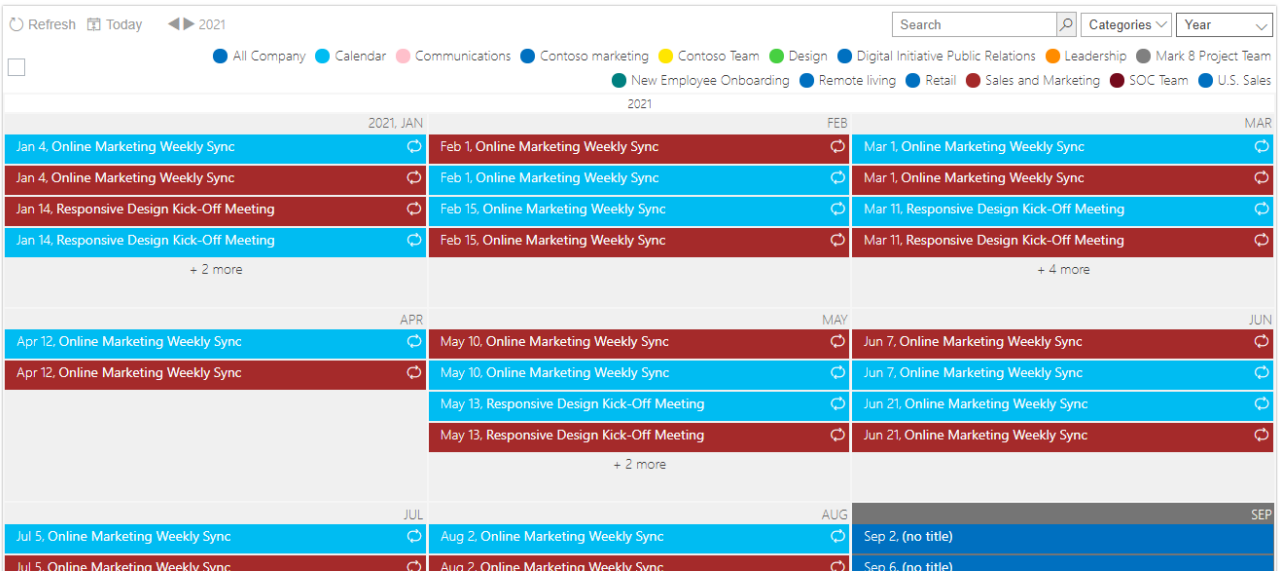
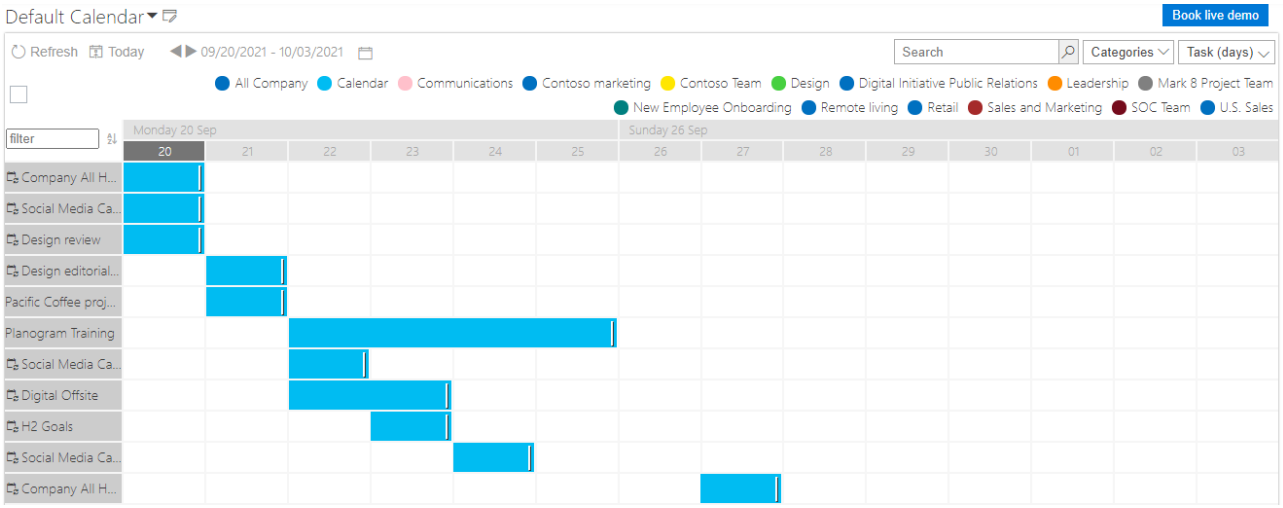


Gantt View

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.

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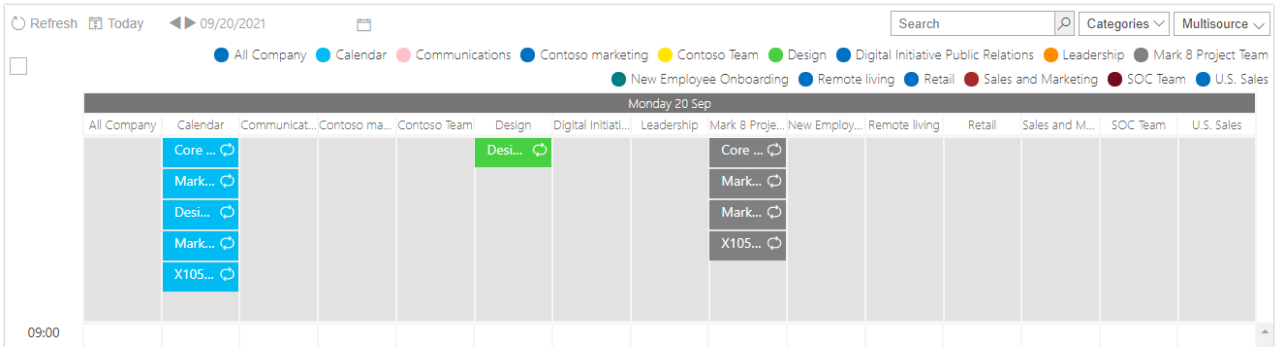
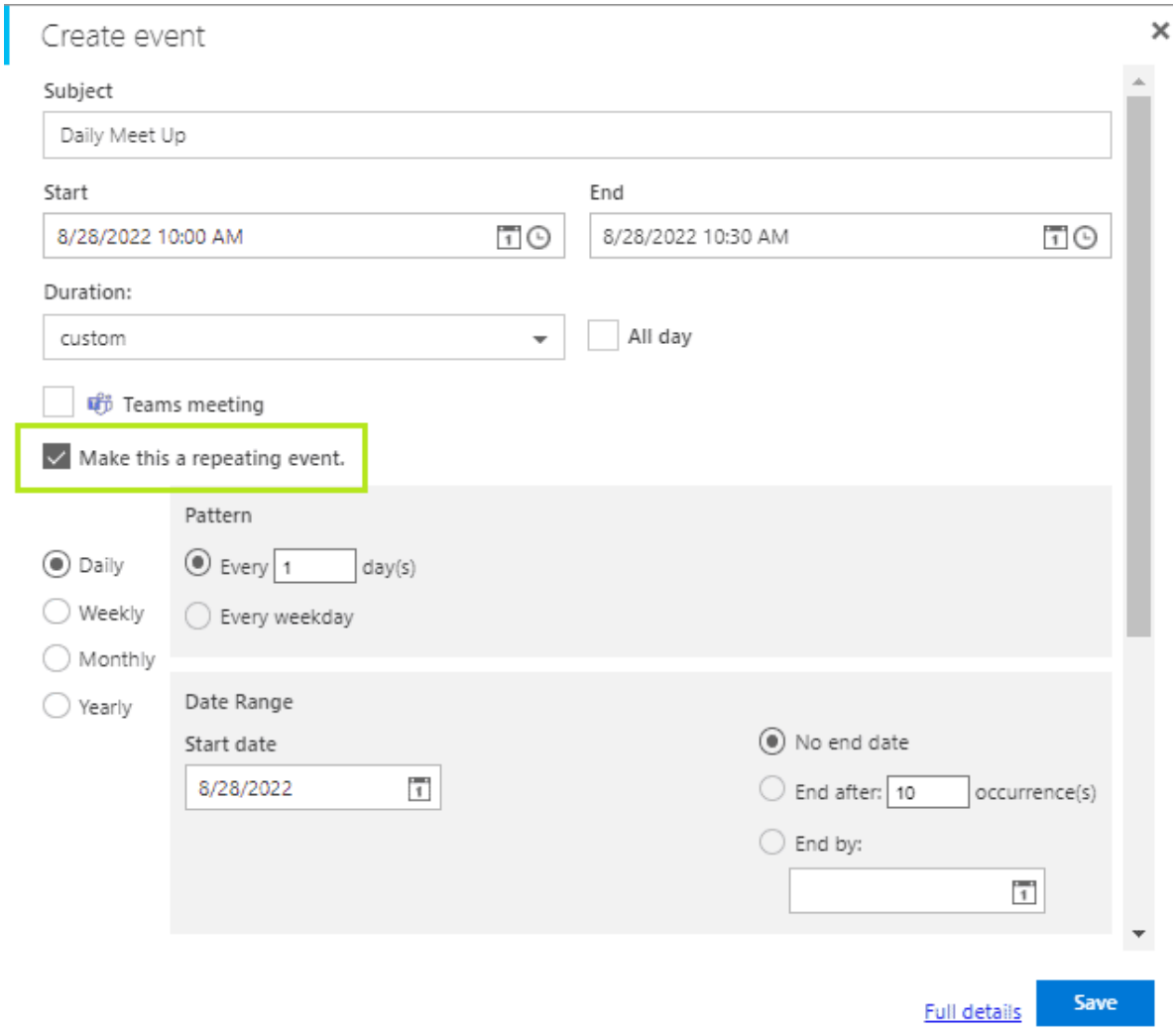


Recurrent Events

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.



For example, create a daily meeting.

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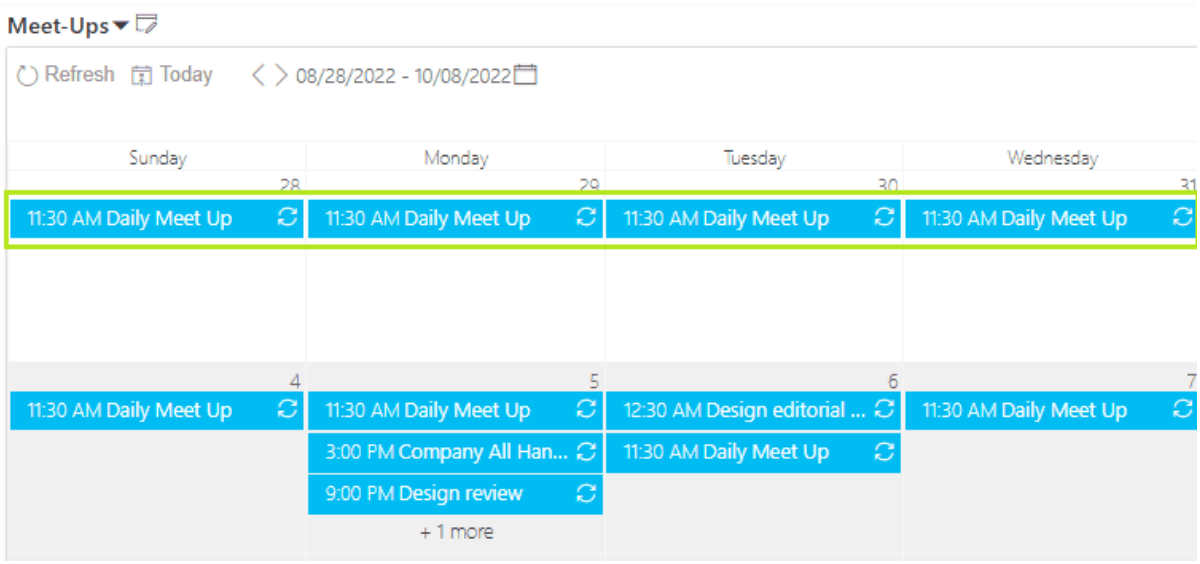
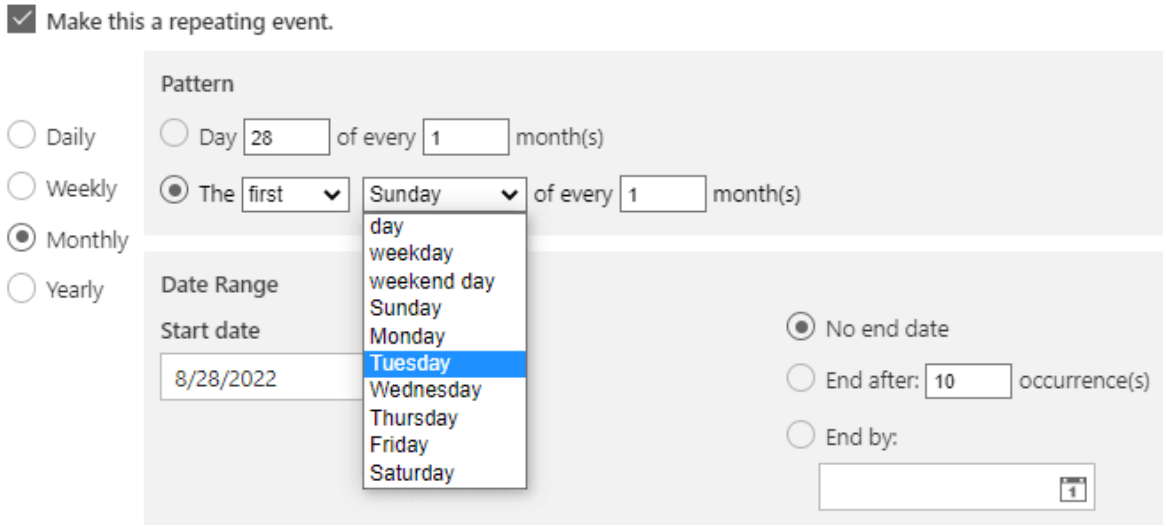
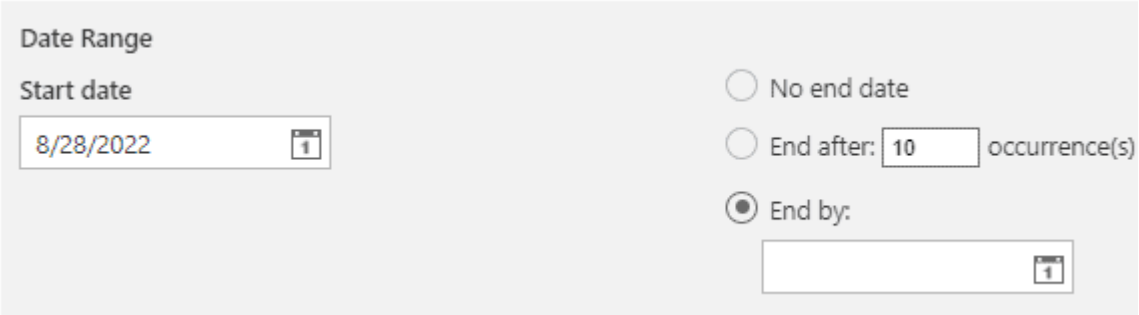


This way, you can create events of recurrence conditions: daily, weekly, monthly, or yearly on a specific date, only on work days.



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



You can edit a single event or a series.

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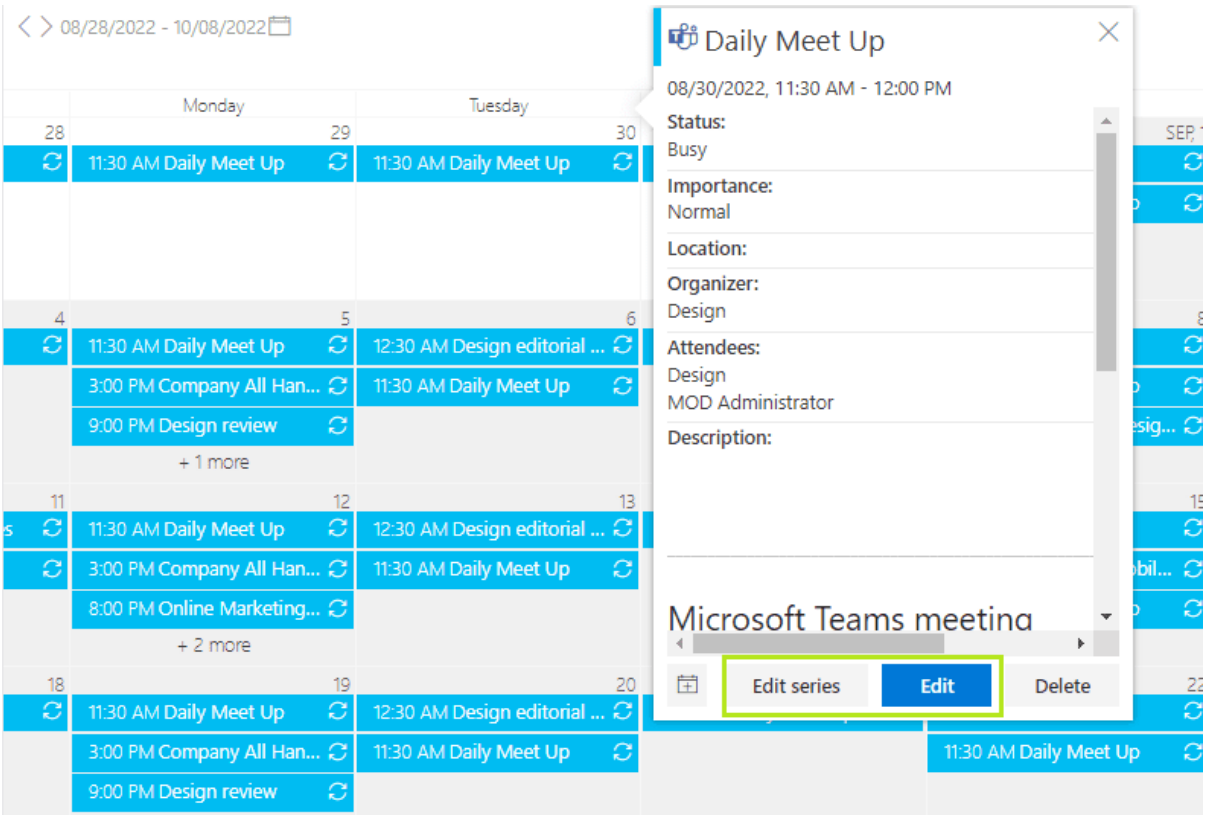
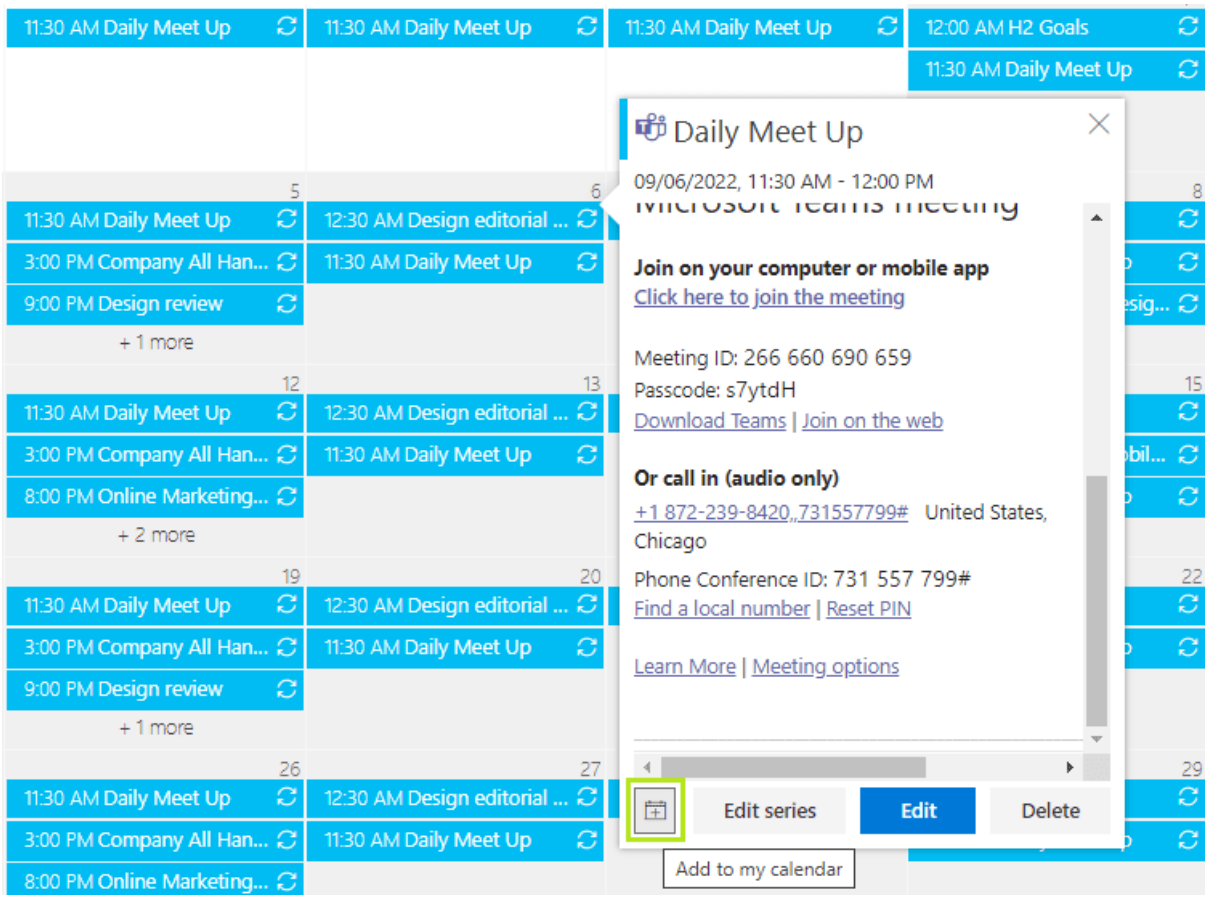


It is also possible to save a single recurrent event to your Outlook calendar. For example, when you need to add to your Outlook Calendar a certain event from the whole series. This action will generate the iCal file as described in the "Virto Calendar Online — Export of ICS files to the Outlook" article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



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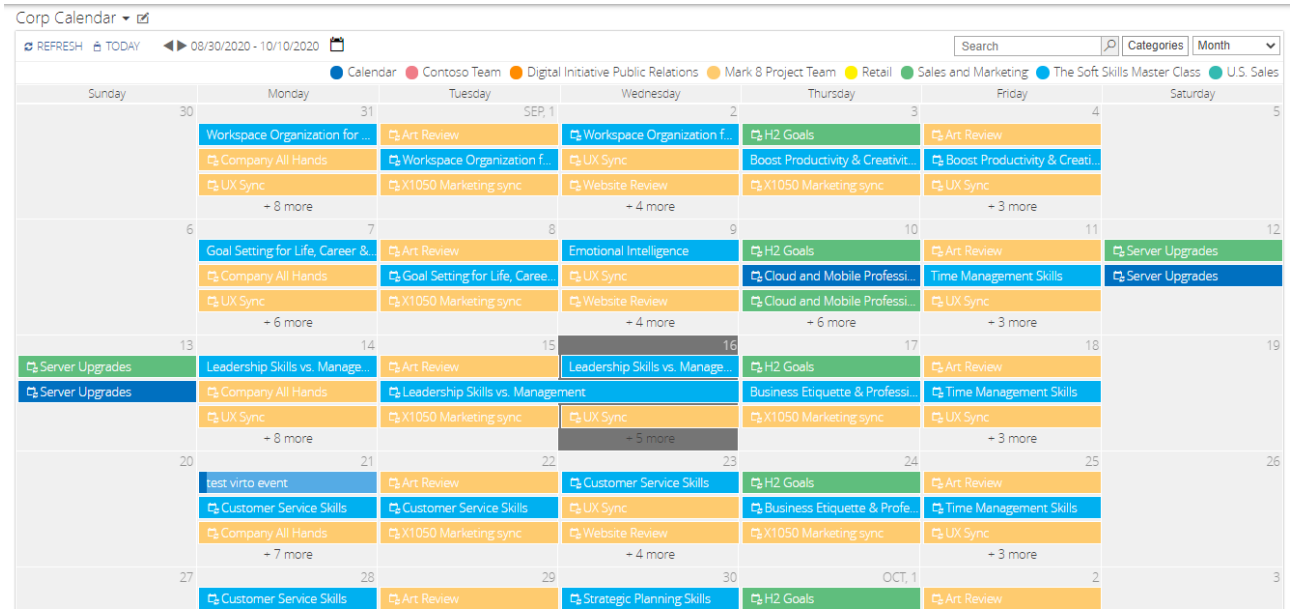
Adding SharePoint Events to your Outlook Calendar

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.

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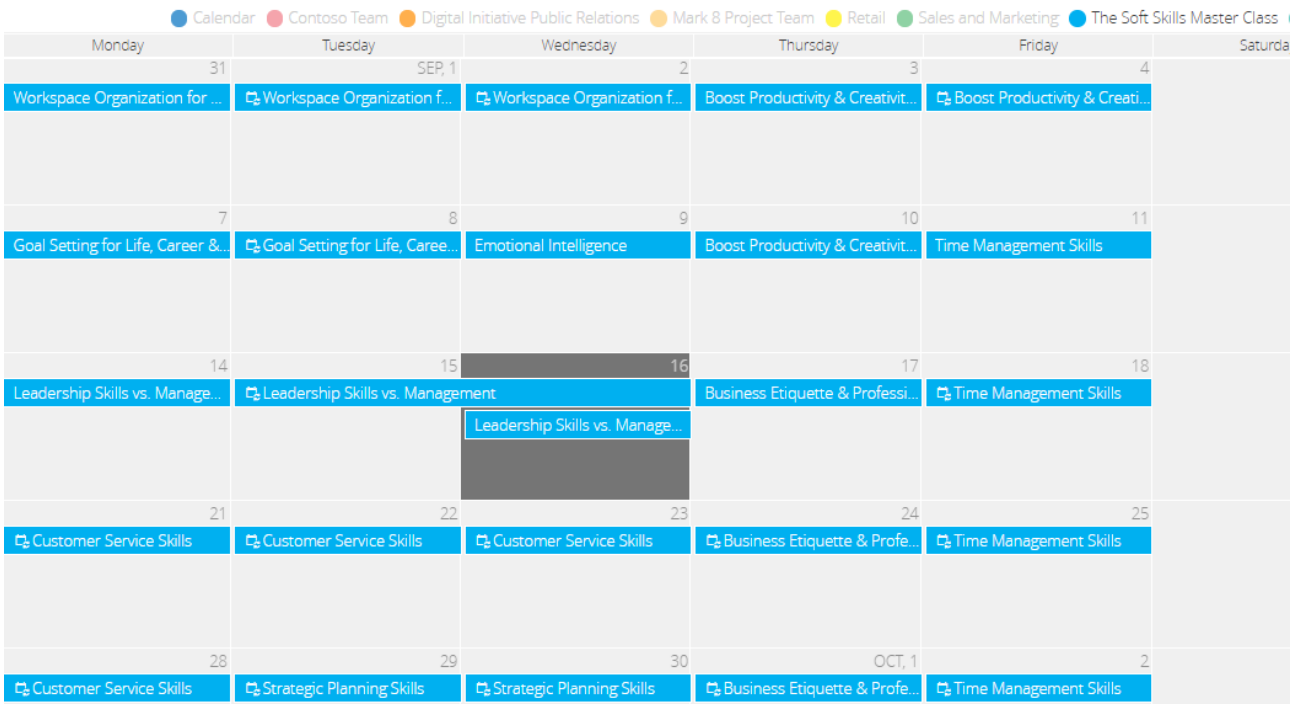
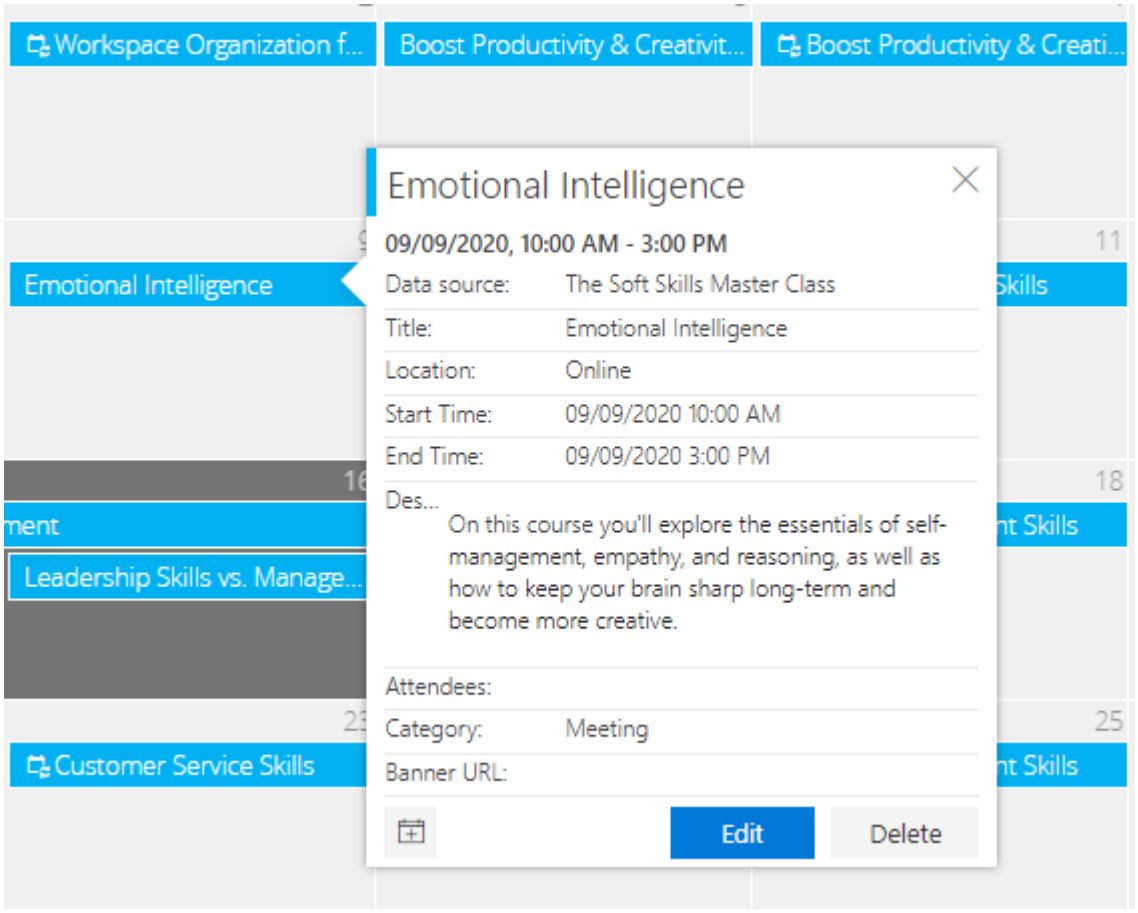


HR offers the team to choose the courses they'd like to attend. The team members may take a look and decide which ones they really prefer.



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

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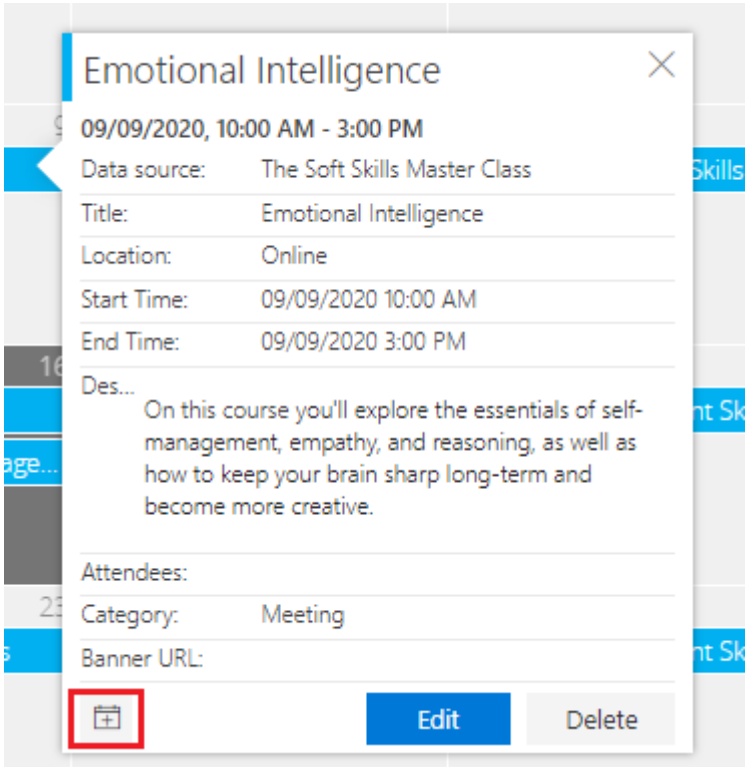
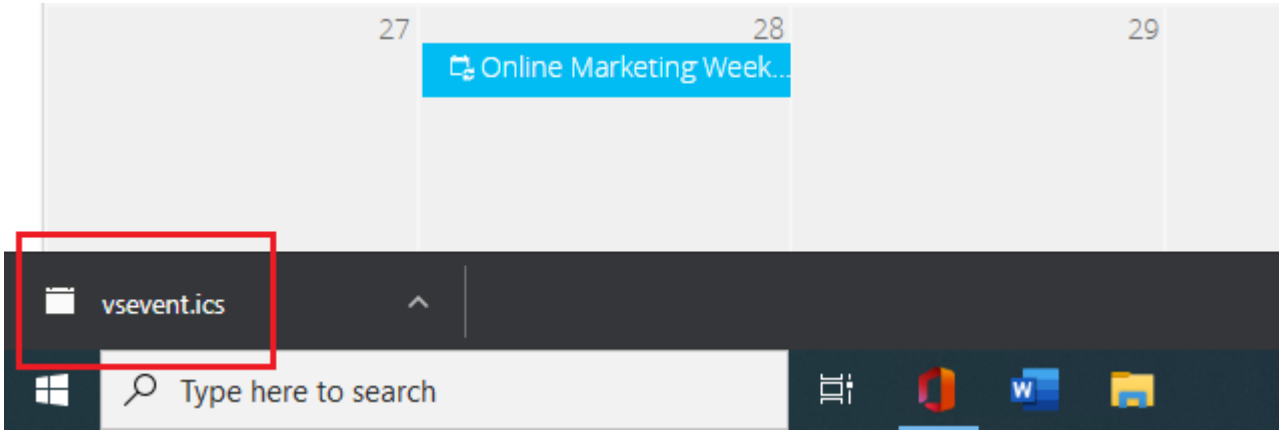


Save the automatically generated **.ics** file and click it.



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

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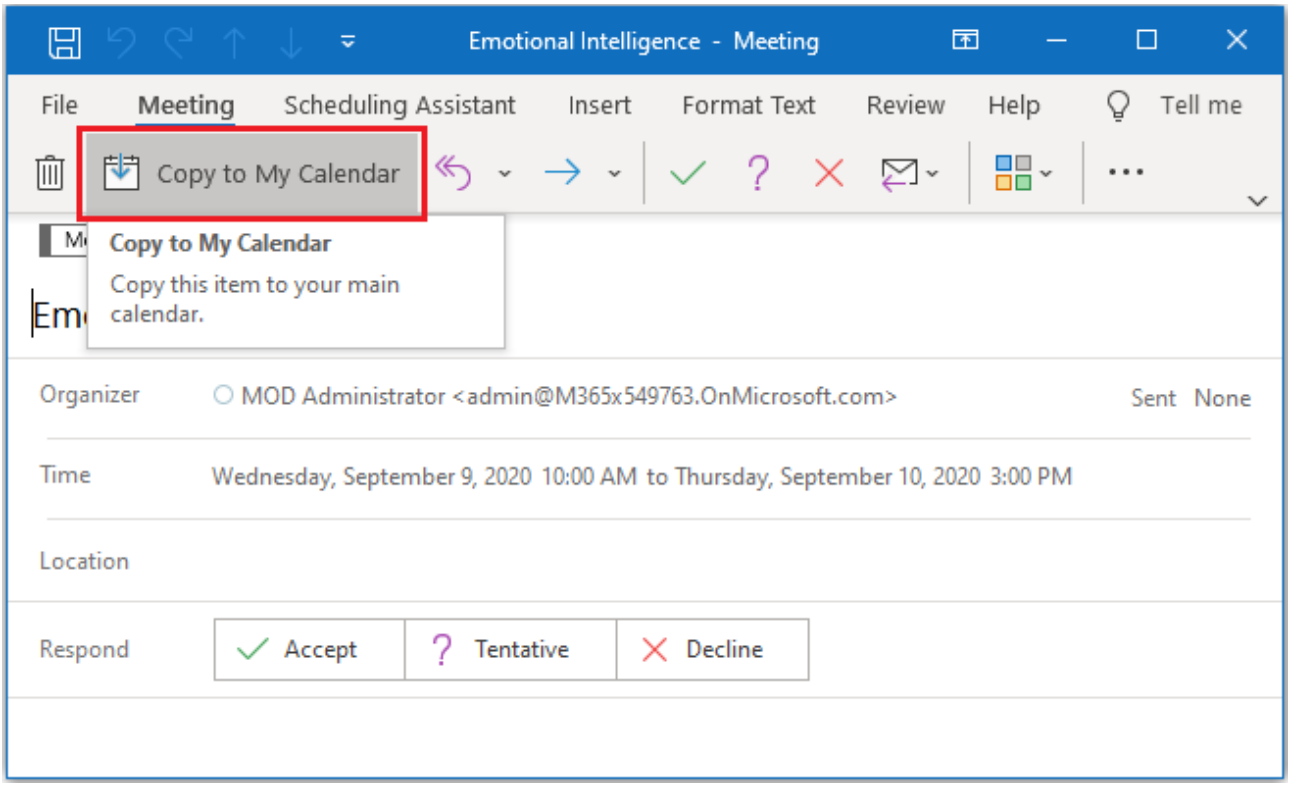
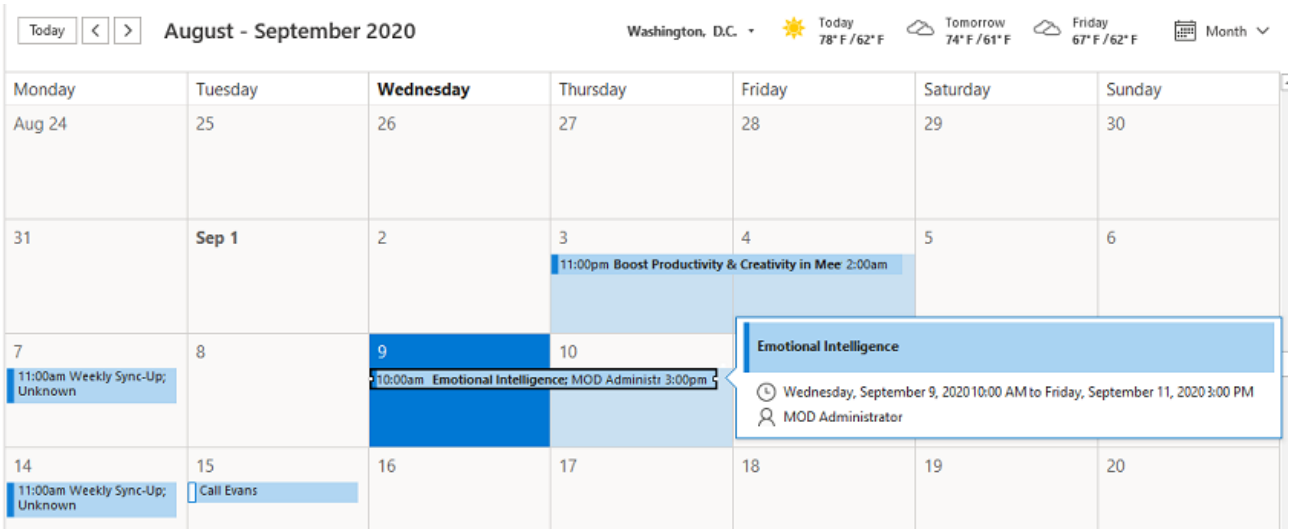


The chosen event will appear in your Outlook calendar with the same data as in the Virto Calendar.



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

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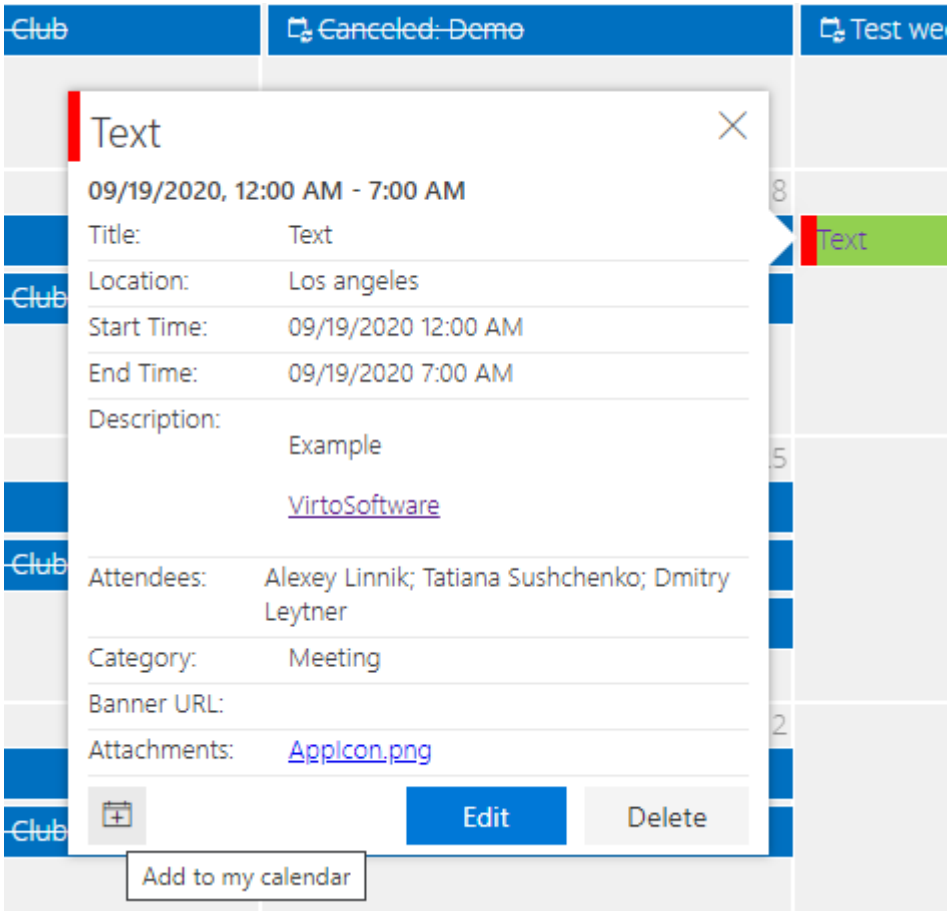

Creating a Public Folder Calendar

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)”.

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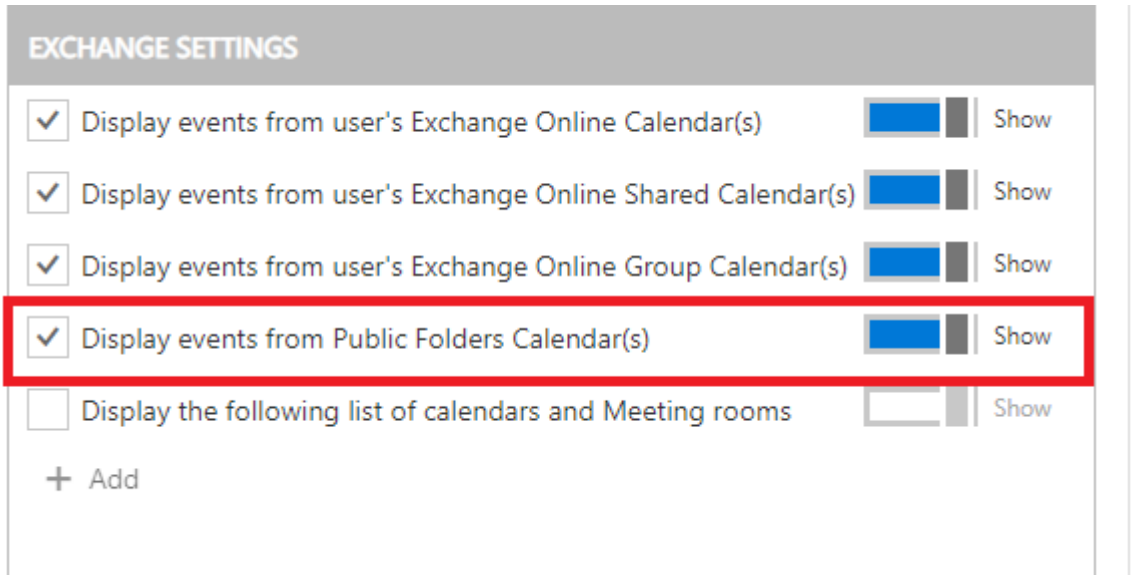
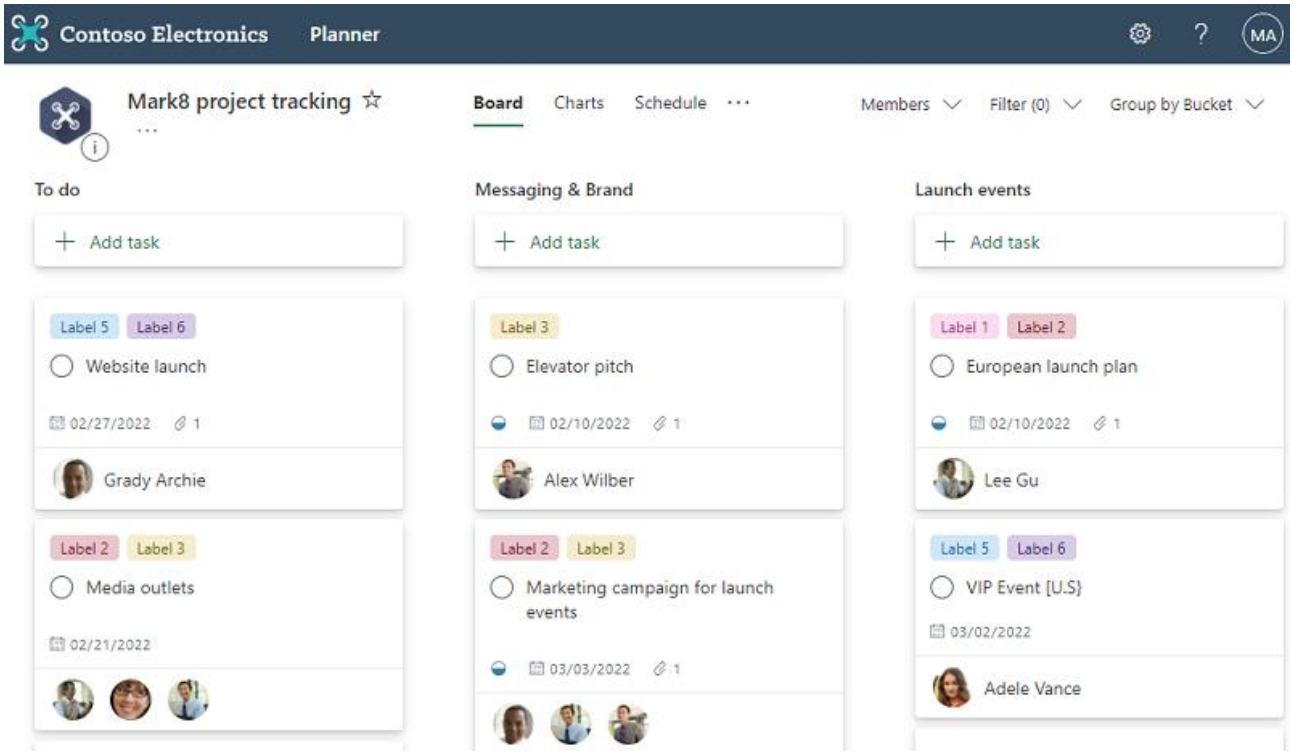


Now the public folder calendar events will appear in your Virto Calendar Overlay.

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

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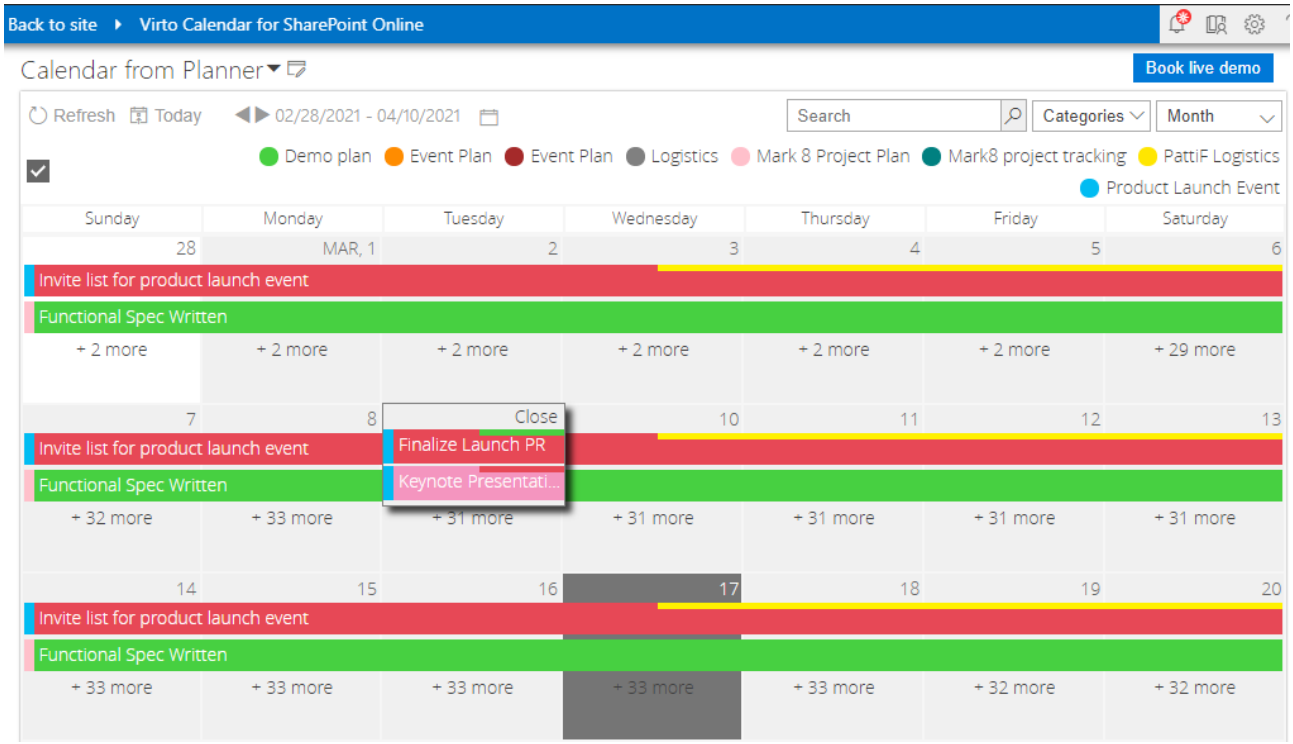
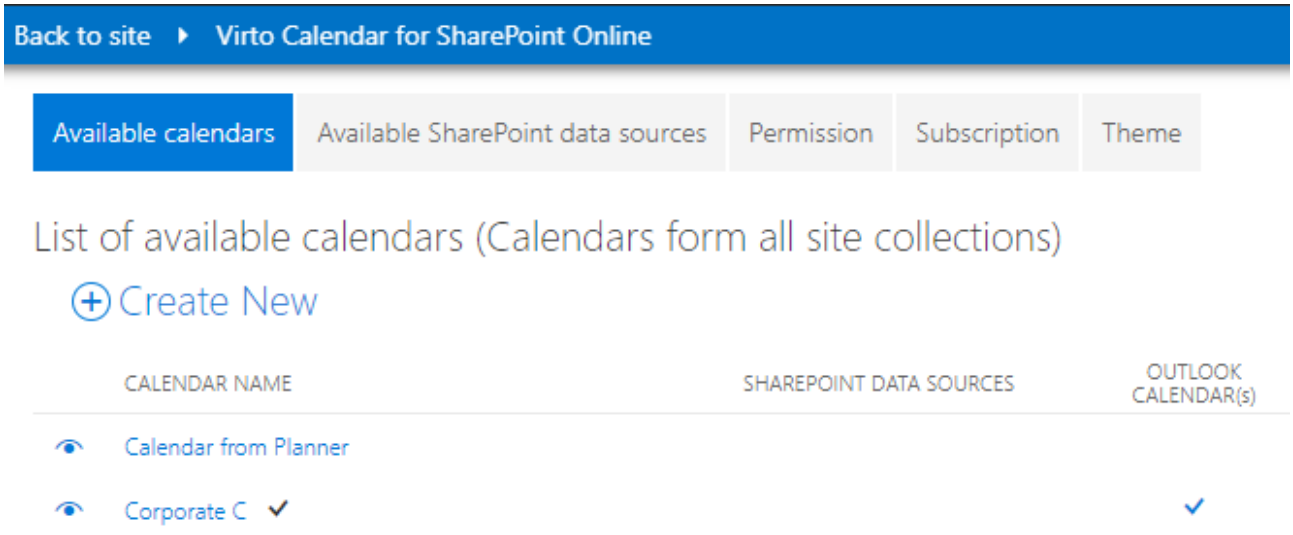
Calendar together with tasks from Planner. It seems to be no other option than switching between the apps all the time and check how is it going here and there.

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”.

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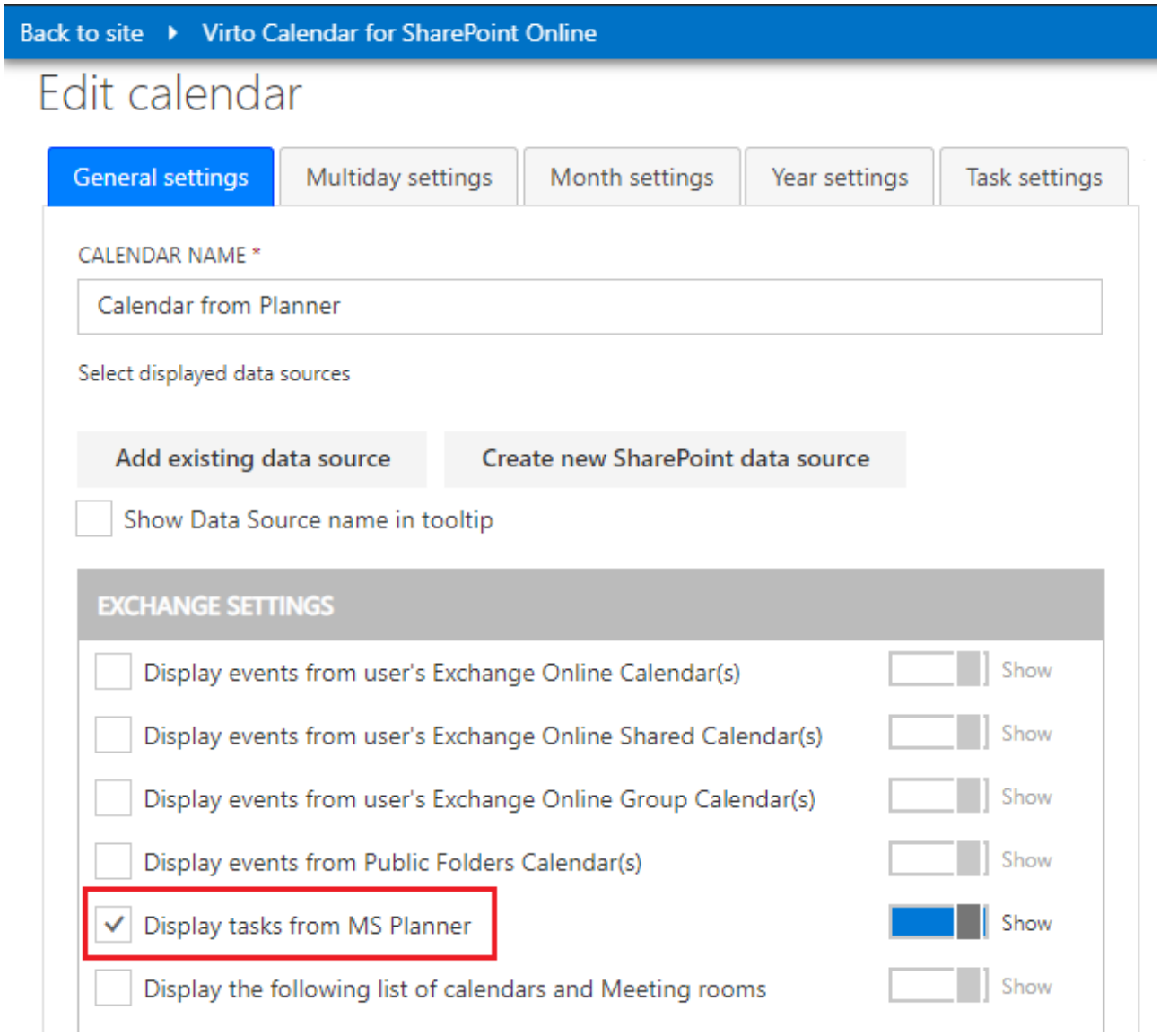

Do not forget to scroll down and save the calendar settings.

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 then without switching between the apps.

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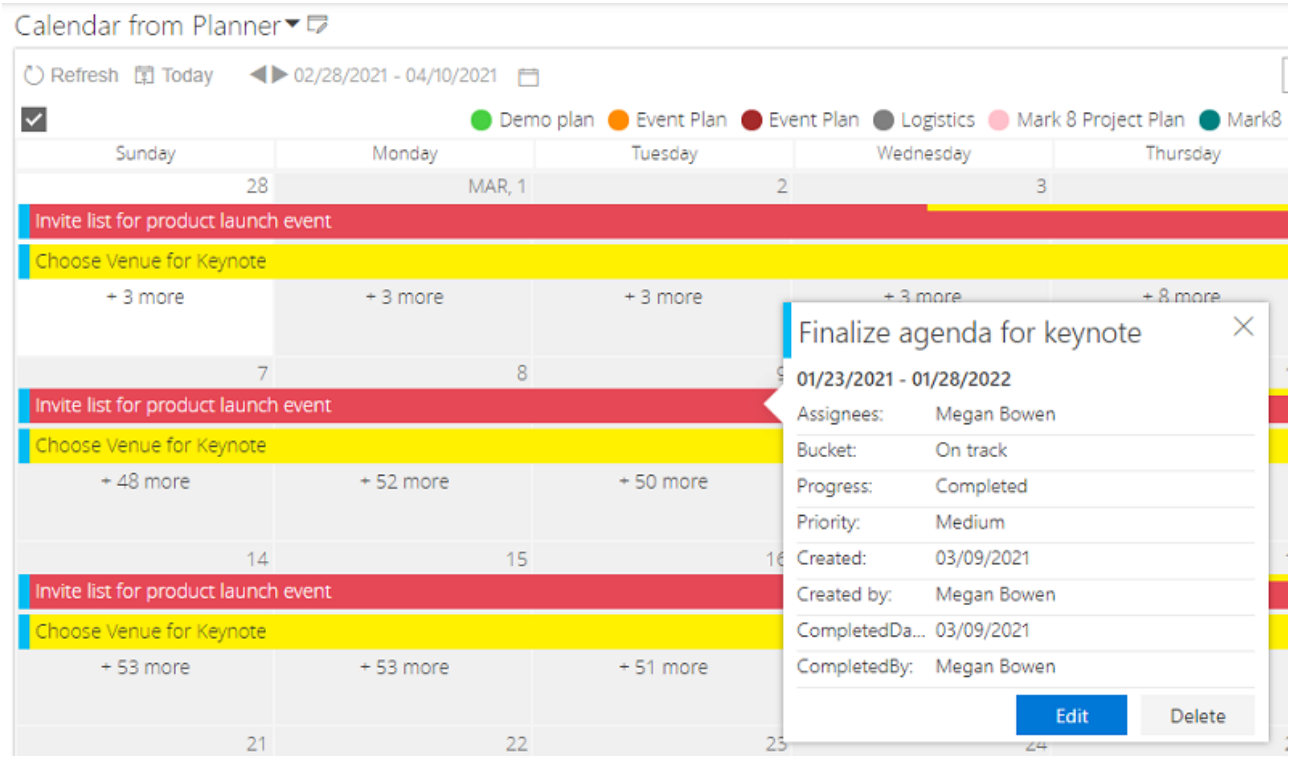

Adding Internet Calendars (iCalendar)

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).

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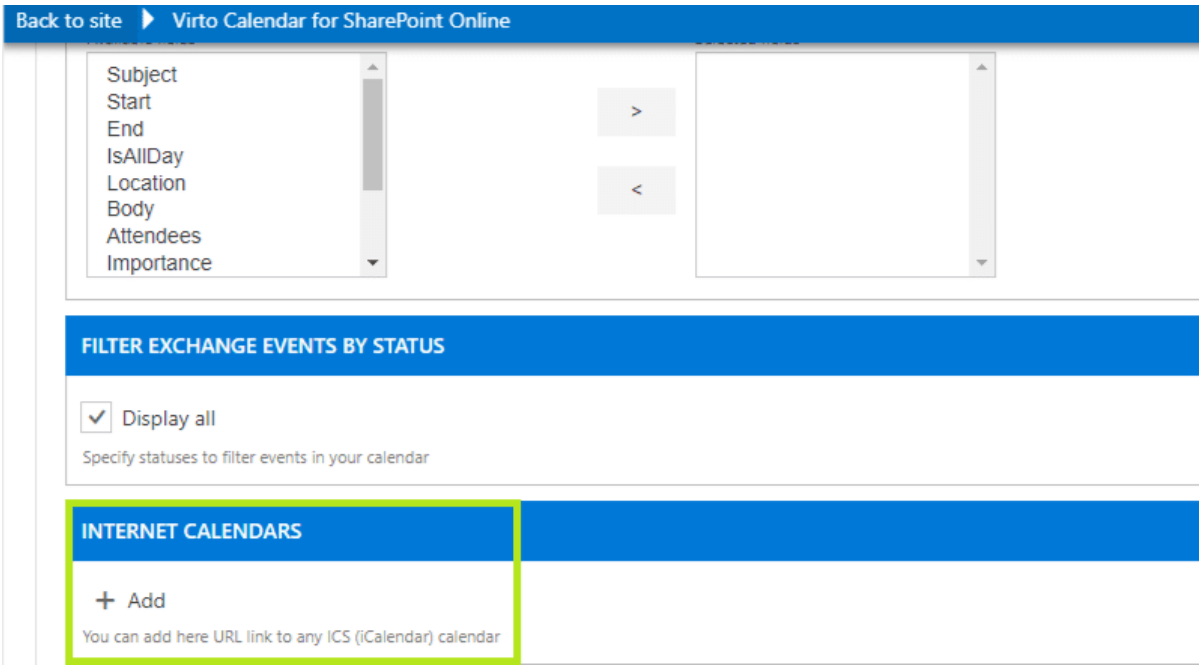
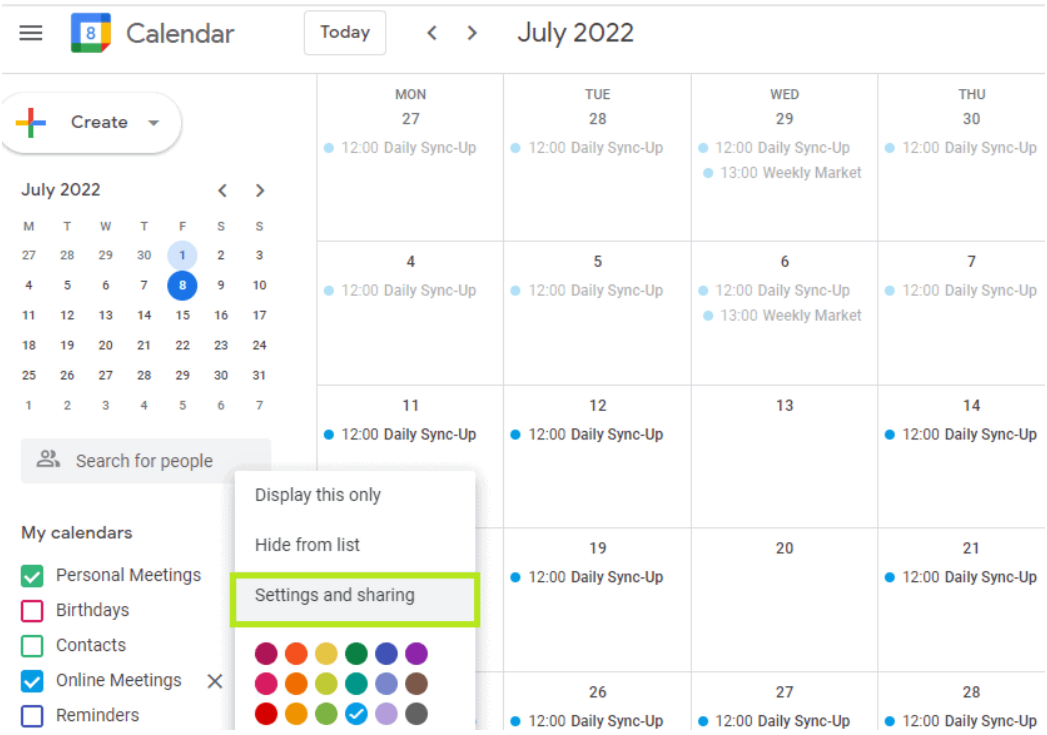


Note: *iCalendar feeds are read-only. Users are allowed to view the Calendar but cannot edit it.*

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**.



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

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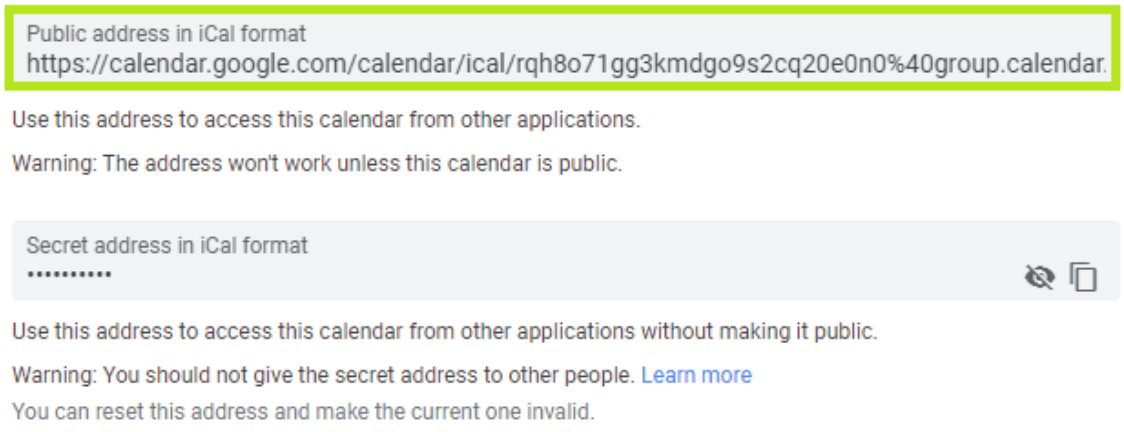
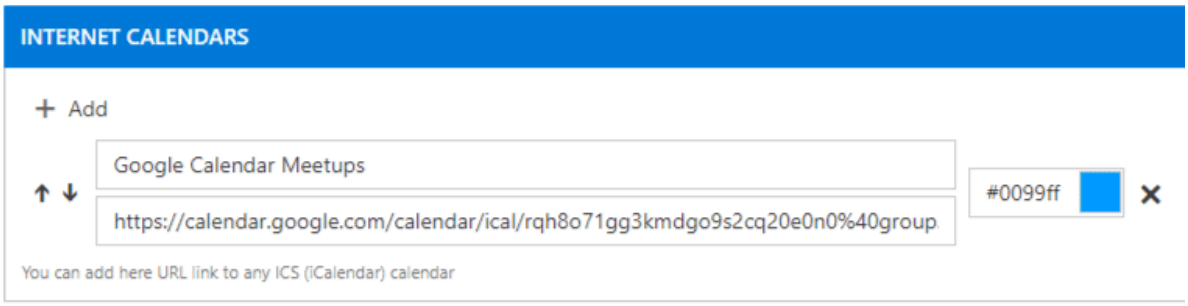
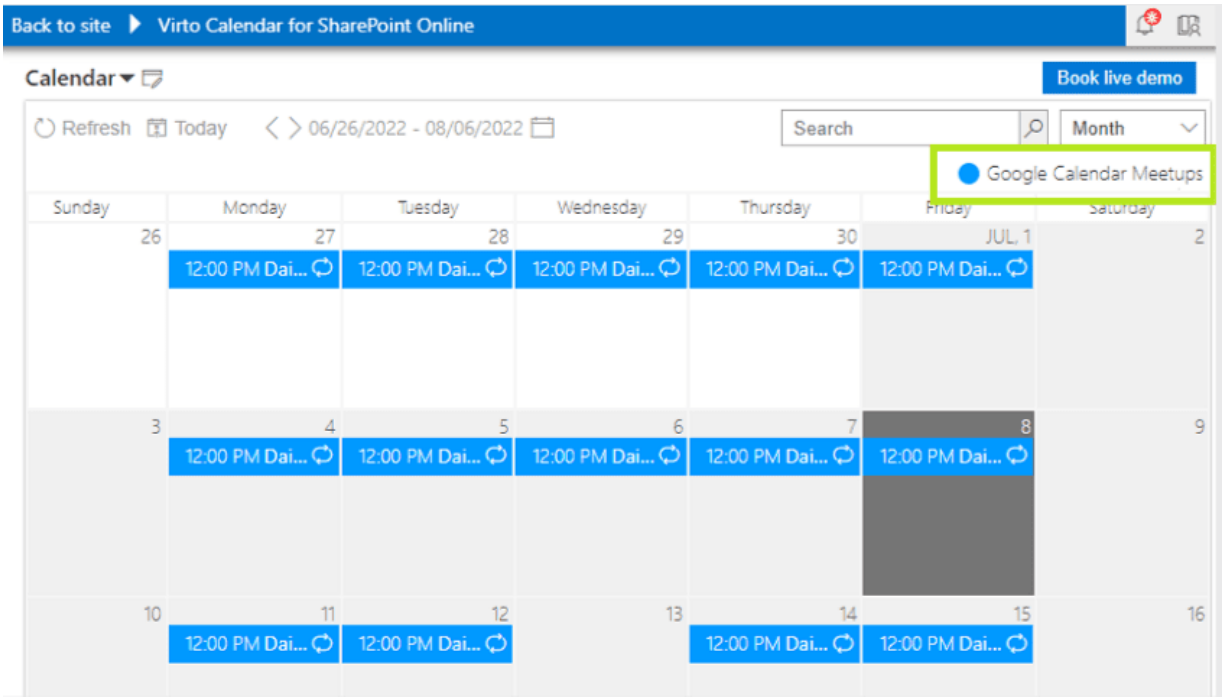


Now open the Virto Calendar settings ad add copied link to the **Internet Calendars** block.



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



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.

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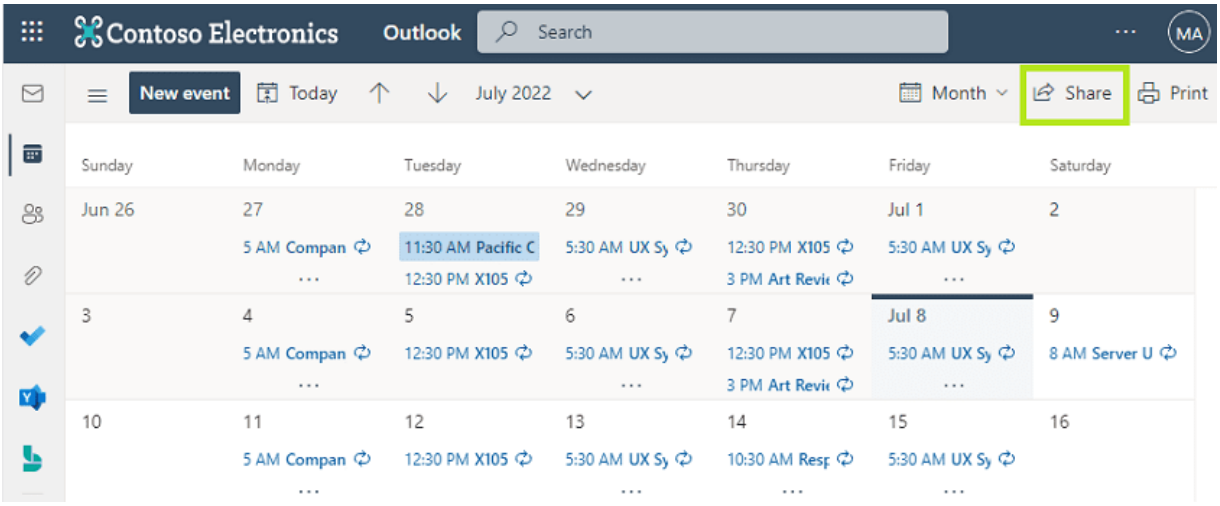
Type your email and send the link to yourself. Then, copy the received link and paste it to the Virto Calendar described above.



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.

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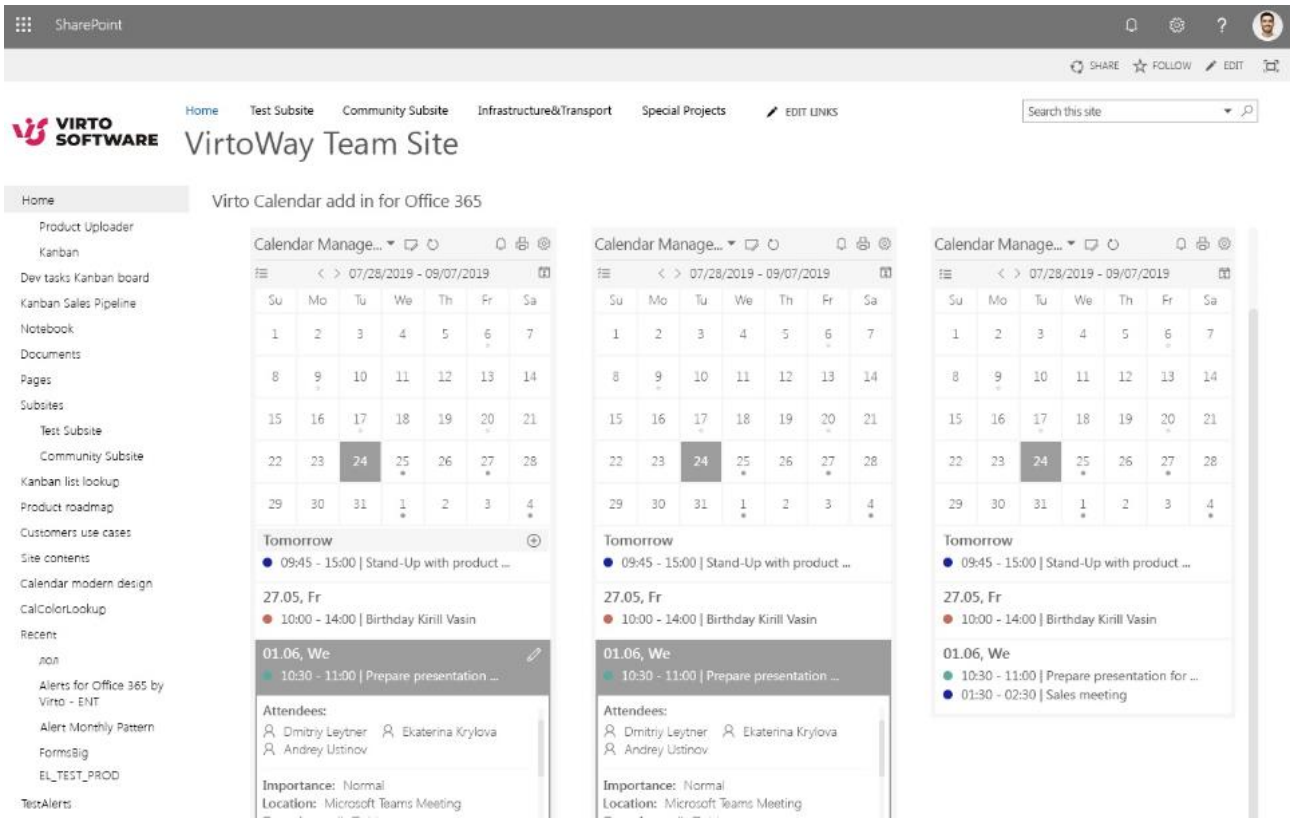
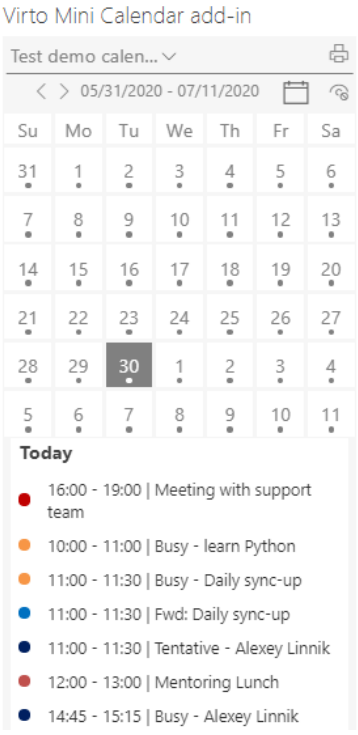


Calendar and List of Events

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).



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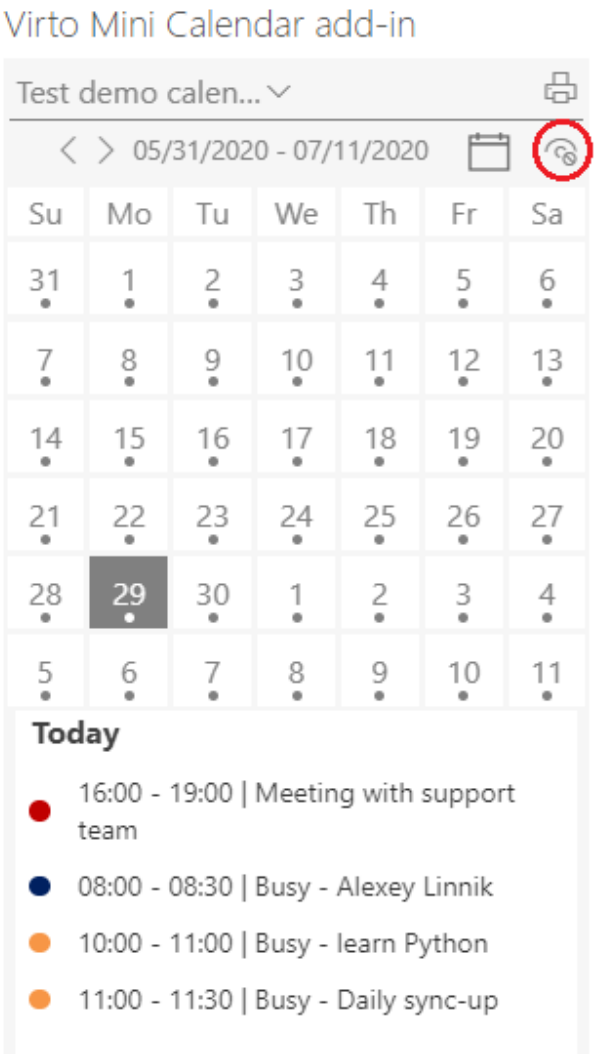
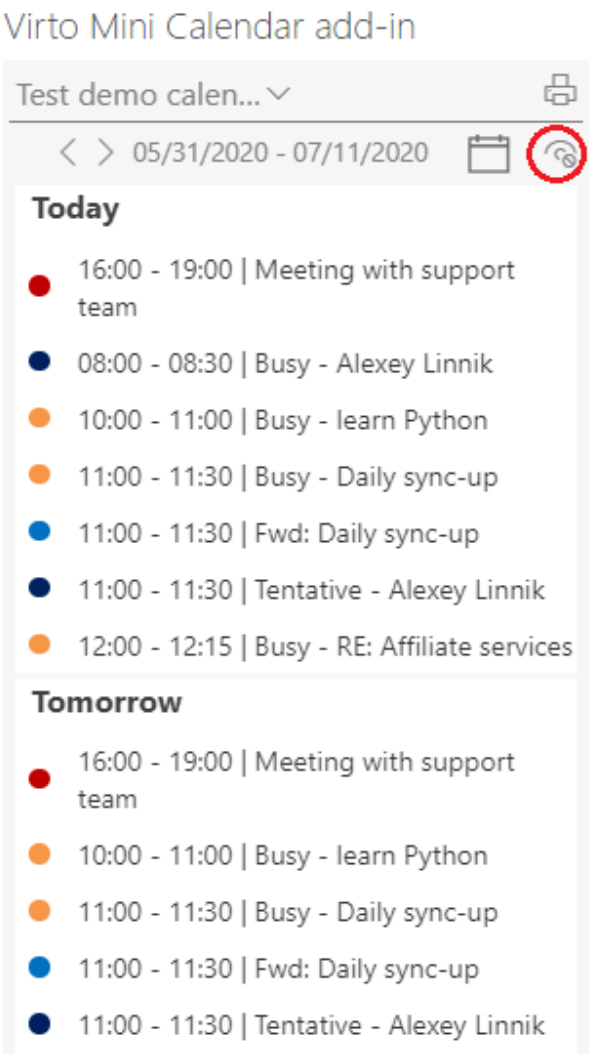
Click an eye icon to hide the calendar and display events as a list of items. This option may be especially useful when you have everyday events. In this case, the event point is less informative because you will see it for every date of your mini calendar. So just hide the calendar and view events as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





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).

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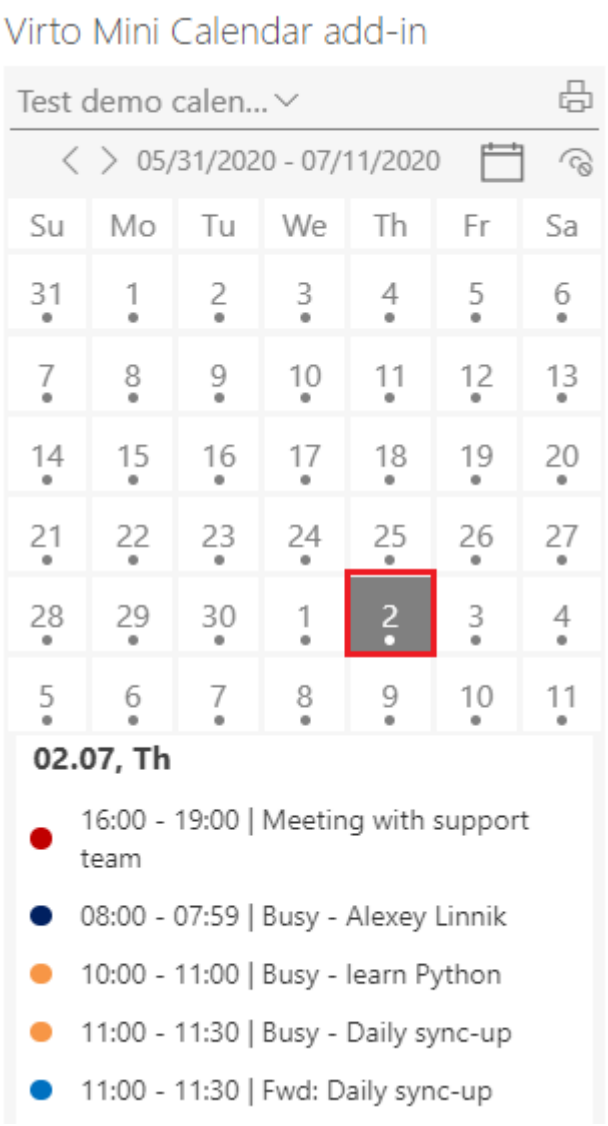

Event Details

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.

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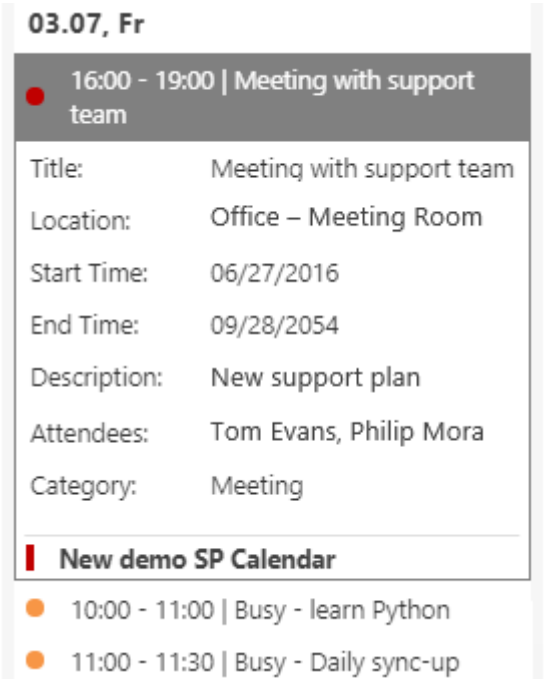
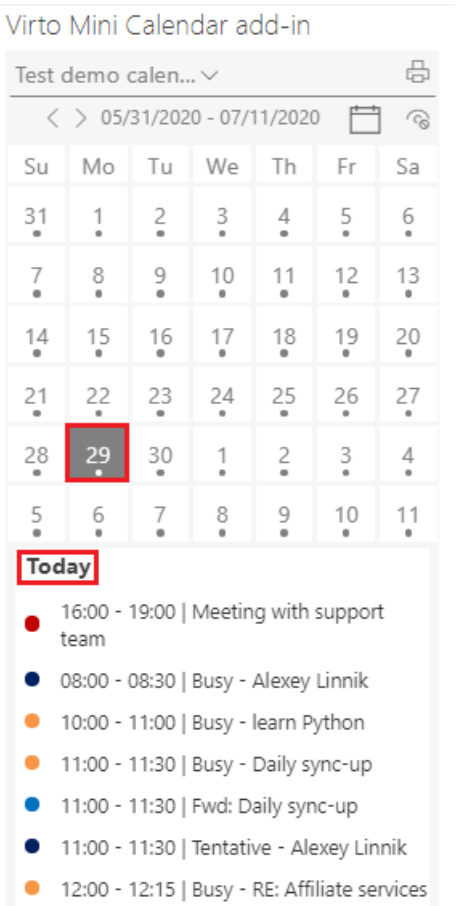
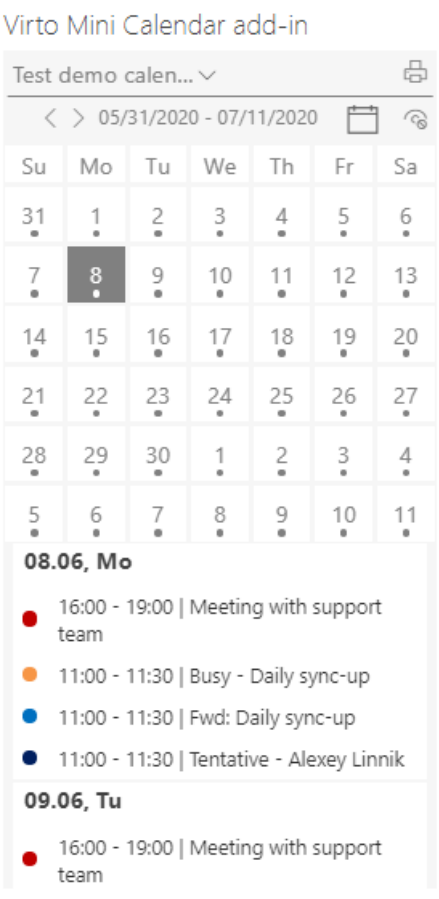


Range of Dates

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.





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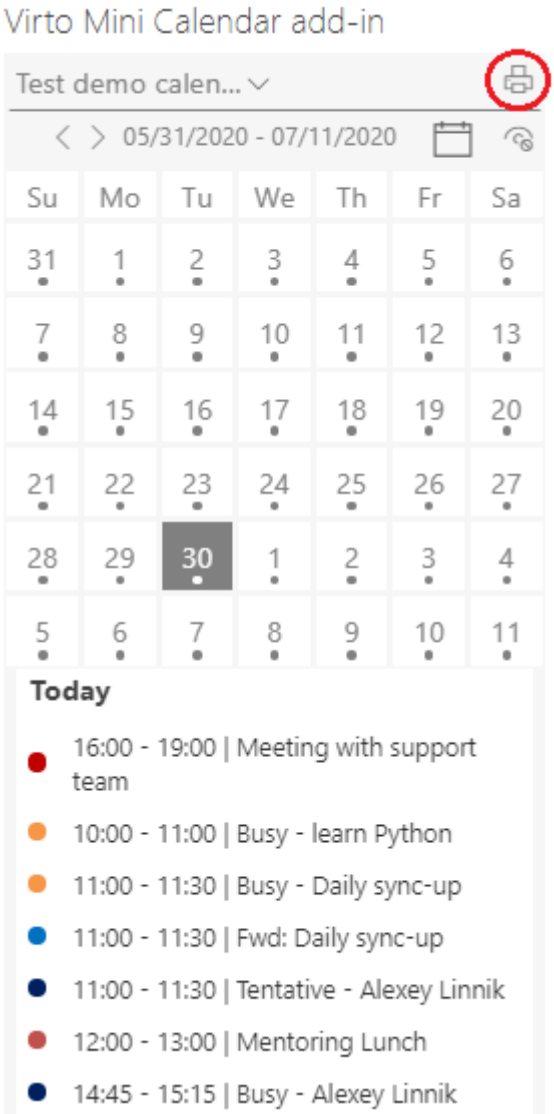
Print Settings

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.



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.

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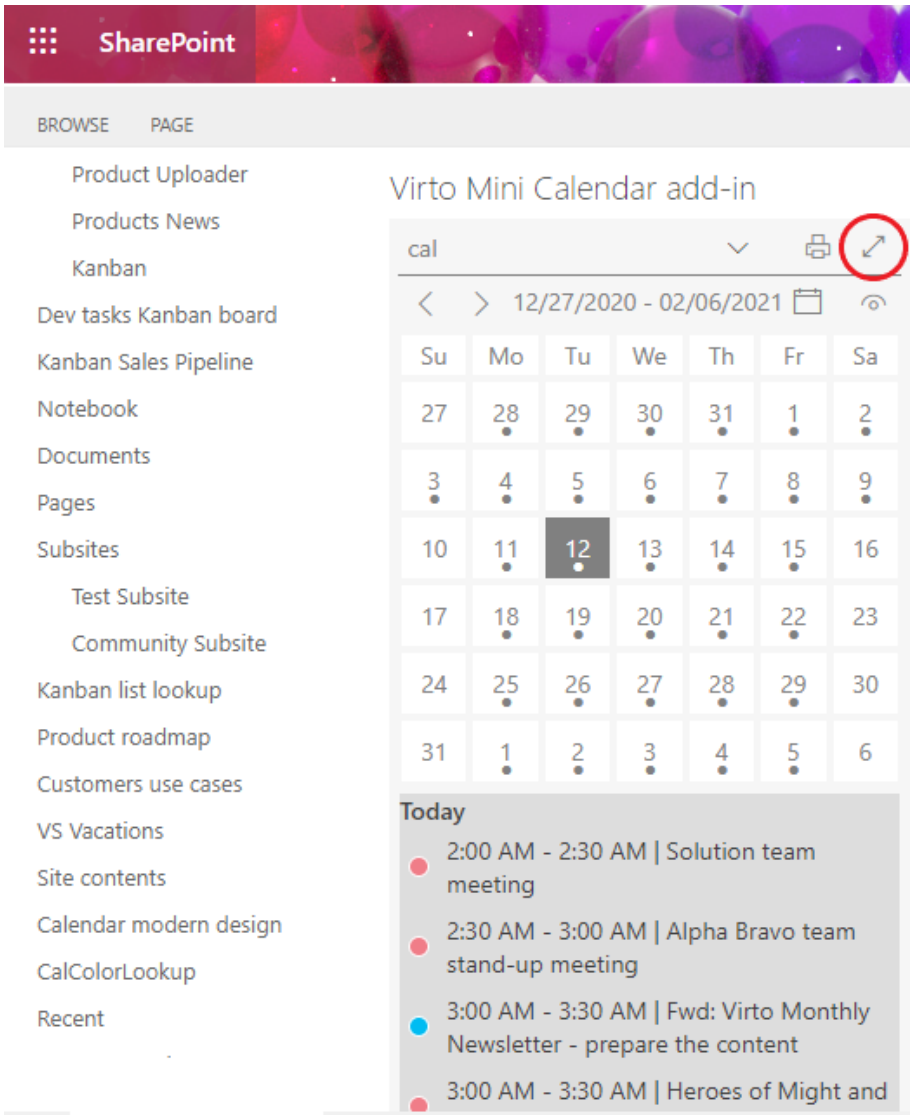

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