

How do I Connect a PEPFAR SharePoint Calendar to Outlook?

Step 1

Navigate to the homepage of the site in PEPFAR SharePoint that is home to the calendar you wish to connect to Microsoft Outlook. Click somewhere in the whitespace of your calendar to activate the Calendar Tools ribbon at the top of the page.

Site Actio	ons 👻 📝	Bro	wse Pa	age E	Calendar To vents Ca	lendar							
Day	Week	Month	Expand All	Collapse All	Calendars Overlay	Create View Modify View +	Current View: Default	•	E-mail a Link	Alert Me +	RSS Feed	Connect to Outlook	Export to Excel
Scope			Exp	Expand		Manage Views		Share & Track			Connect & Export		
Home	> HQ :	> OGAC	C > Prog	ram Re	sults and I	Impact Monitori	ng for Epidemi	c Co	ntrol >			_	

Step 2

On the Calendar tab, click the button to "Connect to Outlook".

ite Actions 🔹 🛛 Day Week	Bro	wse Pa	age Ev	Calendars Overlay	Iendar Create View Modify View -	Current View: Default	E-mail a Link	Alert Me •	RSS Feed	Connect to Outlook	Export to Excel
Scope		Expand			Manage Views		Share & Track			Connect & Export	

Step 3

A pop-up appears to ask if you want to allow the website to open a program on your computer. Click "Allow". If you get an Internet Explorer Security pop-up after that, click "Allow" again.





Step 4

A new pop-up appears to ask if you want to connect the SharePoint calendar to Outlook. The pop-up will give you the website address of the calendar you are trying to connect (double check that this matches the web address of your PEPFAR SharePoint site. Click "Yes".



Step 5

You will now see your calendar connected to your Outlook e-mail. It will display under "Other Calendars".





How do I disconnect a PEPFAR SharePoint calendar from Outlook if I no longer need it?

Step 1

Open your Calendar pane in Outlook. Right click on the name of the SharePoint calendar you wish to disconnect. Click "Delete Calendar".





Step 2

An Outlook pop-up will appear asking if you want to delete the calendar from your Outlook profile. Deleting the calendar from your Outlook profile will not delete the contents of the calendar from PEPFAR SharePoint; it will only disconnect the SharePoint calendar from your Outlook. Click "Yes".

Do you want to delete the "Program Results and Impact Monitoring for Epidemic" folder and its contents? Deleting this folder removes the related SharePoint list from all computers that you use Any changes you made since the last Send/Receive will be lost. The contents of this SharePoint list will remain on the server.	Microsoft	ft Outlook
Yes No		Do you want to delete the "Program Results and Impact Monitoring for Epidemic" folder and its contents? Deleting this folder removes the related SharePoint list from all computers that you use. Any changes you made since the last Send/Receive will be lost. The contents of this SharePoint list will remain on the server.
		Yes No