

# Quick Reference Sheet: Navigating the OWA Calendar

**Navigate** from one day, work week, week, and month (depending on view selected) to another. Or click on the arrows on either end to see the dates before or after what's displayed.

To **view** your **Calendar**, click on the link in your tool navigation bar.

Select the **view** you want.  
Share or **Print** your calendar.

Create **new event**.

**Navigate** from one date to another. **Shading** will show you what time period you're currently viewing, and darker shading marks the current date. You can use the double arrows at the top to **collapse or expand** this side of the calendar.

You can **view** more than one calendar at a time. This section lets you **add other peoples' calendars** and select which to display.

A **scheduled event**.

Month view displays agenda of **scheduled event(s)** for a **selected day**. You can create a new item on the current date by double-clicking the white space in the agenda area or on the main calendar.

