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How do I access Calendar App?

There are two ways to login to Calendar App:

- 1) Login with your Smartsheet account
 - 1. Navigate to the Calendar Application
 - 2. Select Log in with Smartsheet

🗹 smartsheet 🛛 Calendar Viewer
View your calendar - differently. Give your team greater visibility into the tasks you're managing in Smartsheet. The Calendar Application provides clean and simple, monthly or weekly views of upcoming tasks. Log in with Smartsheet Log in with Email
Monthly View Weekly View Ouickly see all of your tasks in a single 30 day view See a summary of tasks across categories by week Multi-Month See a summary of tasks across categories by month Ouarterly View See a summary of tasks across categories by month Ouarterly View
The Calendar application is an experimental, unsupported trial application that may "bread" or cesse to be available at any time. This application is not part of the Smartheet subscription service and we do not provide technical support for it. Plesse be available at any time. This application is not part of the Smartheet subscription service and we do not provide technical support for it. Plesse be available at any into the compatible with the Online Service, and that we make no commitment that any of this application's functionality will eventually be incorporated into our subscription service.

3. Allow Smartsheet Calendar App to access your Smartsheet account

	smart sheet
This app is requesting access to your Smartsheet account Smartsheet Calendar Smartsheet Calendar Smartsheet Calendar Learn more	Allow Access? The Smartsheet Calendar App will be able to: • View basic user info, including name, and email • Read sheets, including attachments and discussions • View account users, groups and group members
	💄 brian ung, brian.ung@smartsheet.com

2) Login with your email address

- 1. Navigate to the Calendar Application
 - 2. Select Log in with Email

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View your calendar - differently. Give your team greater visibility into the tasks you're managing in Smartsheet. The Calendar Application provides clean and simple, monthly or weekly views of upcoming tasks. Log In with Smartsheet
Monthly View Weekly View Guickly see all of your tasks See a summary of tasks in a single 30 day view Guicker View Multi-Month See a summary of tasks across categories by month Guicker View See a summary of tasks See a summary of tasks across categories by month Guicker View See a summary of tasks See a summary of tasks
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3. Insert your email into the Email field and click send

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View your calendar - differently. Give your team greater visibility into the tasks you're managing in Smartsheet. The Calendar Application provides clean and simple, monthly or weekly views of upcoming tasks. Emeil youremail@yourdomain.com
Monthly View Weekly View Guickly see all of your tasks in a single 30 day view Weekly View Multi-Month See a summary of tasks across categories by month Guarterly View See a summary of tasks across categories by month Guarterly View
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User Agreement

4. Go to your email, open the message from labuser@smartsheet.com and click the url link to access

Sma	rtsheet Calendar Sign In Request Inbox x	ē Ø
•	calendar@smartsheetapps.com <u>via</u> amazonses.com to me	3:20 PM (0 minutes ago) 📩 🔺 👻
	You have requested an access to a calendar. Please use the following url to access: https://calendar.smartsheetlabs.com/?c=da0dea99fd0f3fddb350a9d4f6aec21a92bcbe Smartsheet Calendar Team	<u>9</u>

NOTE: Users not shared to a calendar will not be able to access that calendar.

How can I share a Calendar with others?

To share a Calendar, navigate to the Calendar App and click the Sharing icon in the lower right-hand corner of the calendar you want to share. Then click the sharing switch to activate sharing.



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Everyone shared to the underlying sheet (in Smartsheet) will have access to the Calendar as soon as you activate sharing. You can whitelist additional email addresses and/or domains by inserting them into the text box on the sharing tab. You must separate them with a comma and omit the @ symbol (john.doe@example.com, example.com).

SHARING							
Share Calendar View: Brand Communications Calendar							
Sharing:	ON O						
Allow Emails/Domains:	JohnDoe@email.com						
Share Via Link:	https://calendar.smartsheetlabs.com/calendars/3043a1a5-16f9-4ce1-bea4-f5c1e7884643	Sava					
	Cancer	5896					

Why can't I select an end date column in Calendar App?

If you are unable to select an end date value from the *End Date* dropdown on the third pane of the configuration wizard, no eligible date columns exist on the sheet you are visualizing with Calendar App. There are three reasons your end date column might be ineligible for use in Calendar App:

Gantt charts have been enabled: Enabling a Gantt chart irrevocably alters your end date column properties and makes it ineligible for use by Calendar App. To display end dates on your calendar, create a duplicate column with your end date information and map that column to the end date field in calendar app. To create a duplicate column, first create a new columnin Smartsheet, then click into the first cell in that column and type an '=' and reference your existing end date column. Your formula should look something like this '=[End Date]1'.

You've mapped the end date column to another field in Calendar App: Calendar App only allows you to map a column to one field. If you've mistakenly mapped your end date column to another field, you will have to unmap it from that field before mapping it to the end date field.

The end date column is not a date column type: Calendar App will not allow you to select a column that is not a date column. To change the column type, right click on the column header and select *Edit Column Properties.*

Why don't I see the custom category order selector?

The category order selector will only appear when you map a dropdown column to the primary category grouping. To change the column type, right click on the column header and select *Edit Column Properties*.

How do I transfer ownership of a Calendar?

1) Select the transfer icon in the board gallery view



2) Input the recipient's email address into the email field and click send

3) The recipient will be notified that they have a pending transfer and will be able to accept by logging into Calendar App and clicking *Accept Transfer*

Note: The recipient must have administrator access to the sheet used to create the calendar and have a whitelisted email address.