

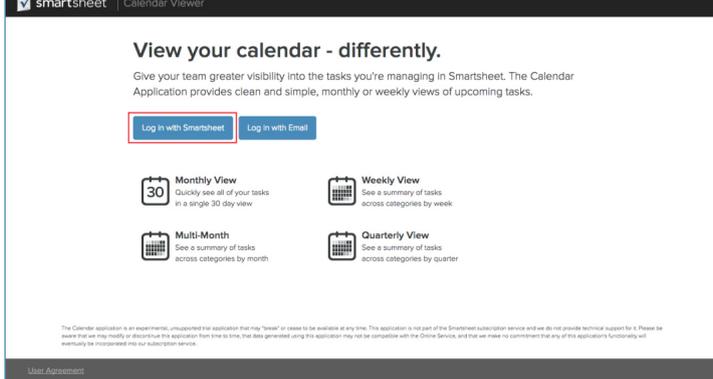
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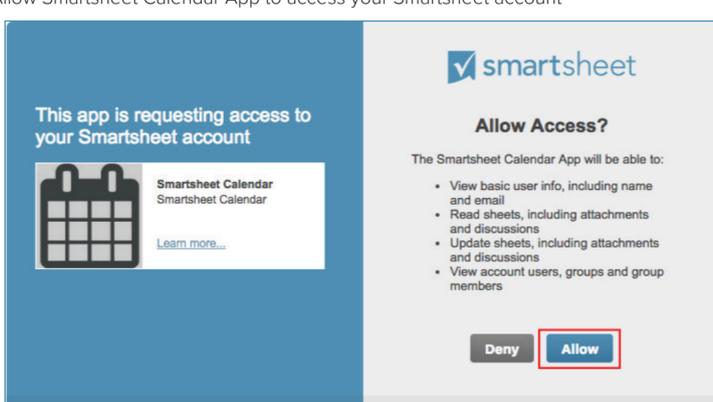
How do I access Calendar App?

There are two ways to login to Calendar App:

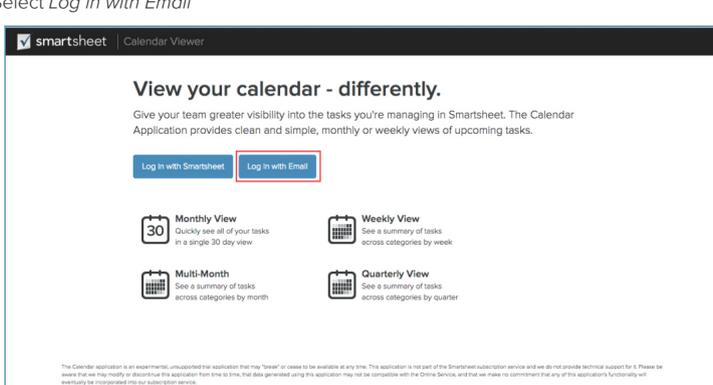
- 1) Login with your Smartsheet account
 1. Navigate to the Calendar Application
 2. Select *Log in with Smartsheet*



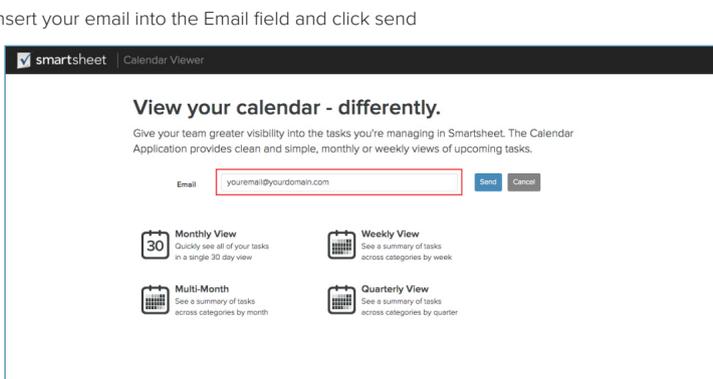
3. Allow Smartsheet Calendar App to access your Smartsheet account



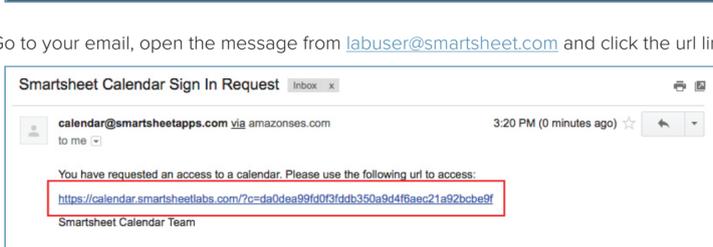
- 2) Login with your email address
 1. Navigate to the Calendar Application
 2. Select *Log in with Email*



3. Insert your email into the Email field and click send



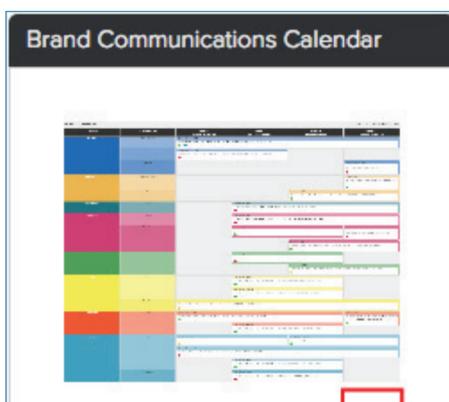
4. Go to your email, open the message from labuser@smartsheet.com and click the url link to access



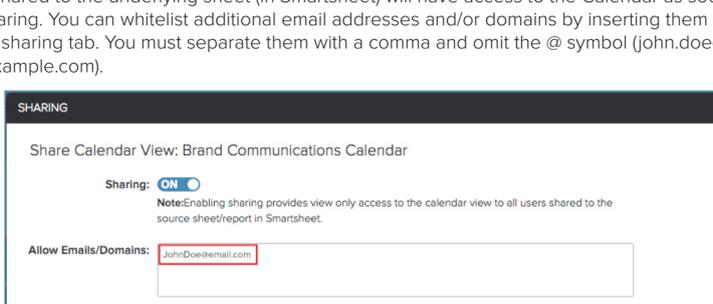
NOTE: Users not shared to a calendar will not be able to access that calendar.

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.



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).



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 column in 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]'.

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.