Calendar Overview

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This article outlines what calendars are available, where you can view them, how to manage individual events via MyWharton, and how to add/remove calendars from various applications.

Before You Begin

You will need the following before you can begin:

- Access to MyWharton and/or Canvas
- Access to a calendaring service (i.e. Google Calendar)

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Calendar Options

MyWharton Feeds

Canvas Feed (canvas.upenn.edu/calendar)

Shared WGA Calendars (MBAs only)

Shared Personal Gmail Calendar

- Course assignments, exams, and events
- Wharton Conferences
- Wharton Club Events
- Wharton Student Life
- Wharton Social Events
- All events added to your personal Gmail account calendar

Calendar Applications

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Google

Calendar

via the

Browser

Outlook

G Suite Sync*

(Windows

only)

Outlook

Calendar on

Mac

Mobile:

Google

Calendar App

Mobile:

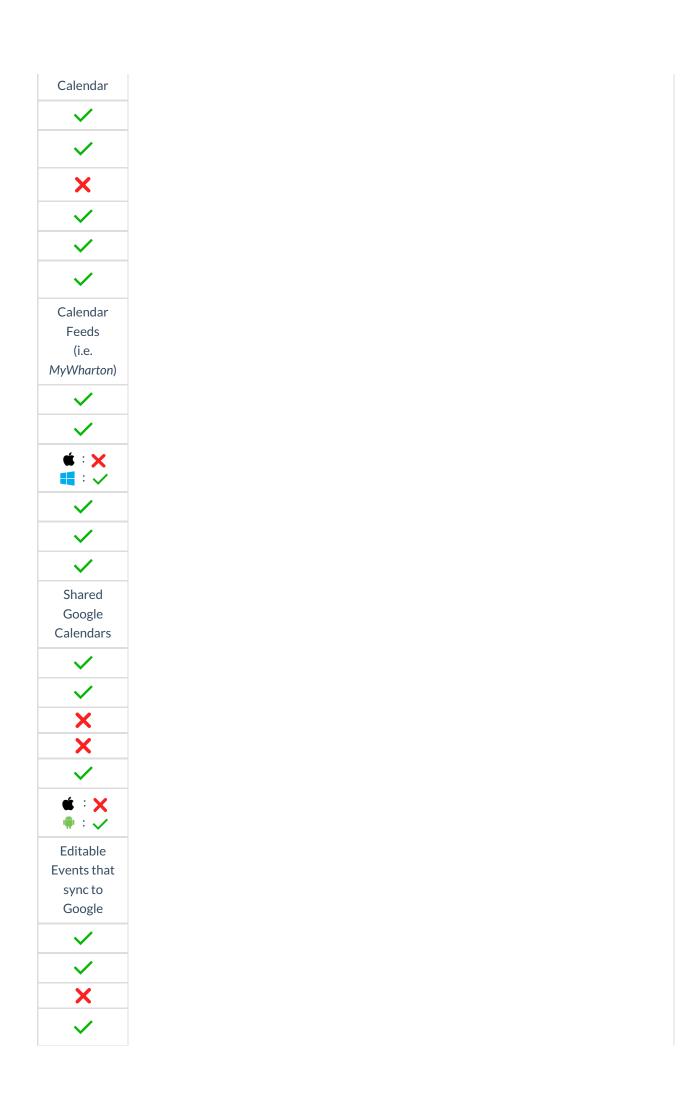
Default

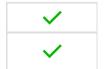
Calendar App

Default

Google

Account





*G Suite Sync is a google-provided tool that syncs mail, contacts, and calendars from **Google Education accounts** to Outlook. When using G Suite Sync, only one email account can be configured per Outlook profile.

Manage Events in MyWharton

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Mark events that interest you so that they display in your My RSVPs feed.

Note: Marking an event is **NOT** the same as RSVPing to that event.

Bookmark an event:

- 1. Navigate to my.wharton.upenn.edu
- 2. If prompted, login with PennKey credentials
- 3. Click the Calendar tab
- 4. Ensure Program Events is checked on the left-hand side
- 5. Select an event you're interested in
- 6. Click on the + Interested button to indicate interest and add to your Calendar.

Remove a bookmarked event:

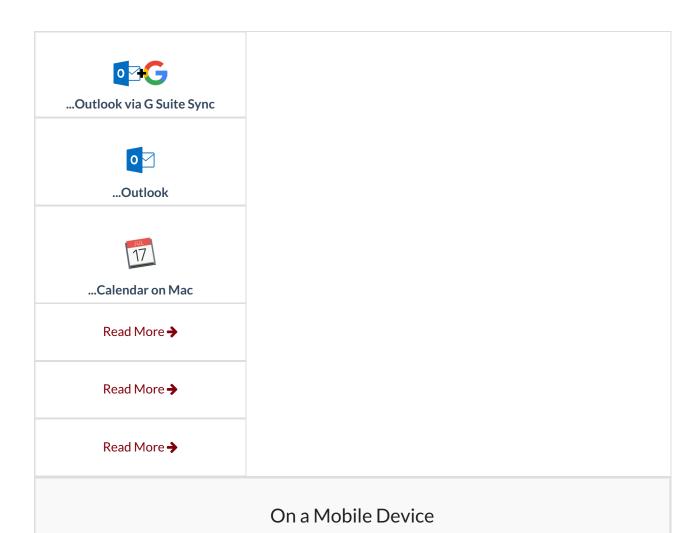
- 1. Navigate to my.wharton.upenn.edu
- 2. If prompted, login with PennKey credentials
- 3. Click the Calendar tab
- 4. Ensure Program Events is **checked** on the left-hand side
- 5. Select an event that you've bookmarked
- 6. Hover over the **Interested** button to see that it changes to **X Not Interested** and click on that to remove from your Calendar.

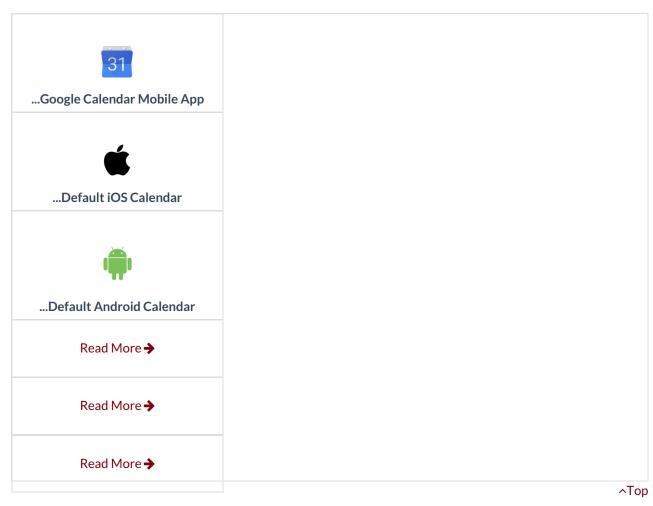
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Add Calendars to...

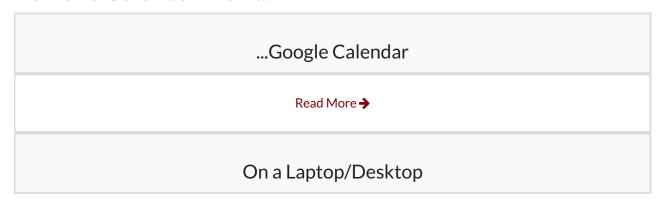
...Google Calendar (Action Required) Read More

On a Laptop/Desktop





Remove Calendar from...





...Outlook via G Suite Sync



...Outlook



...Calendar on Mac

Follow the steps above in ...Google Calendar.

Follow the instructions provided in Microsoft's documentation.

Follow the steps above in ... Google Calendar.

 If you added calendar feeds manually (i.e. via Open in Client), follow the instructions provided in Apple's documentation.

On a Mobile Device



...Google Calendar Mobile App



...Default iOS Calendar



...Default Android Calendar

Follow the steps above in ...Google Calendar

- 1. Open the **Settings app**
- 2. Tap Passwords & Accounts
- 3. Tap Subscribed Calendars
- Select the calendar you wish to remove and tap **Delete** Account

Follow the steps above in ...Google Calendar.

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FAQ

Q: I dropped/added a course, but it is/isn't showing on my calendar. Why?

Read More >

Q: How do I show/hide individual calendars on my device?

Read More >

Q: How can I share personal or Wharton Google calendars?

Read More >

Questions?

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Contact: Wharton Computing Student Support

Email: support@wharton.upenn.edu