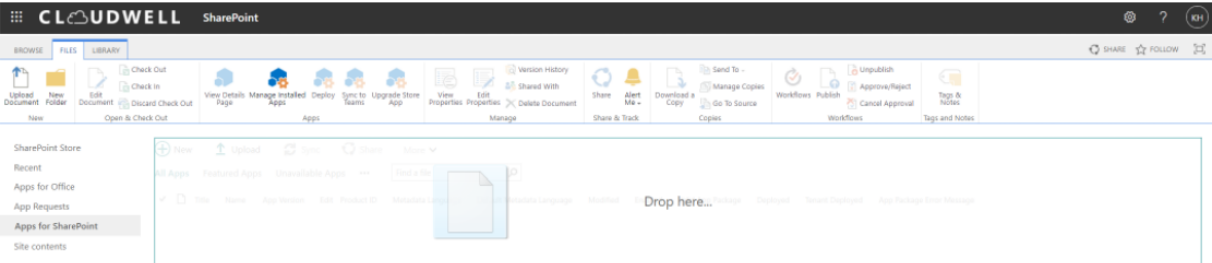


Getting started with the Calendar Overlay

Important
You need SharePoint admin permissions (or higher) to upload the package to the app catalog, and you need Teams admin permissions (or higher) to sync the app to Teams.

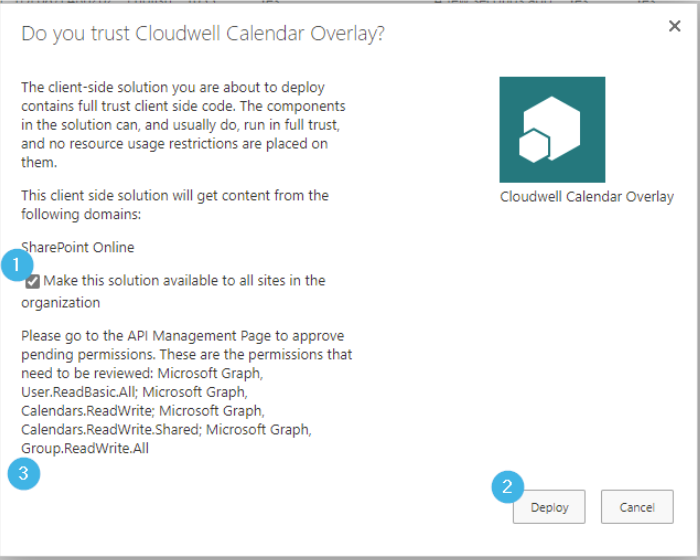
Add the Calendar Overlay for your organization

1. Go to your tenant's SharePoint App Catalog.
2. Upload or drag and drop the **cloudwell-calendar-overlay.sppkg** to the App Catalog.



This deploys the client-side solution package. Because this is a full trust client-side solution, SharePoint displays a dialog and asks you to trust the client-side solution to deploy. Notice how the **domain** list in the prompt includes **SharePoint Online**. This is because the content is either served from the Microsoft 365 CDN or from the App Catalog, depending on the tenant settings.

Ensure that the **Make this solution available to all sites in the organization** option is selected, so that the web part can be used from the Microsoft Teams side and then click **Deploy**.



3. In the SharePoint admin center, click Advanced > API access in the left navigation. **Select each** of the **pending requests** from the **Cloudwell Calendar Overlay** package and click **Approve**.

API access
Manage access to Azure AD-secured APIs from SharePoint Framework components and scripts. [Learn about managing permission requests](#)

Approve Reject

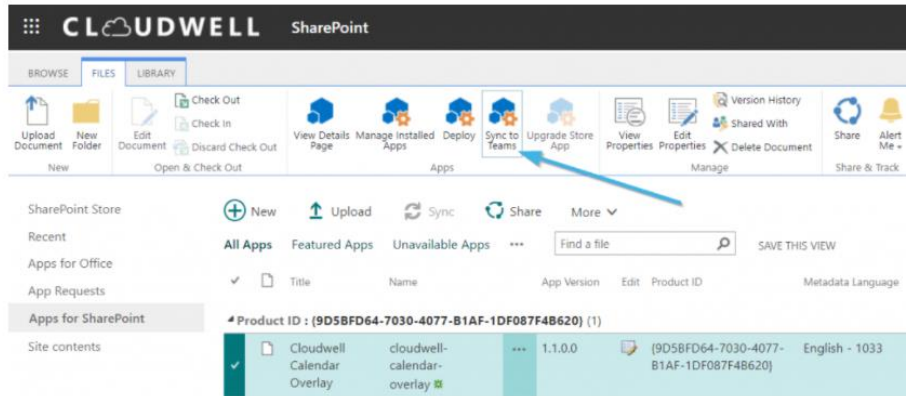
API name	Package	Permission	Last requested
Pending requests (4)			
Organization-wide (4)			
Microsoft Graph	Cloudwell Calendar Overlay	User.ReadBasic.All	5/5/2021
Microsoft Graph	Cloudwell Calendar Overlay	Calendars.ReadWrite	5/5/2021
Microsoft Graph	Cloudwell Calendar Overlay	Calendars.ReadWrite.Shared	5/5/2021
Microsoft Graph	Cloudwell Calendar Overlay	Group.ReadWrite.All	5/5/2021
Approved requests (0)			

At this point, the web part is deployed and is automatically available cross the SharePoint Online sites.

Make the Calendar Overlay app available in Microsoft Teams

To make your web part available in Microsoft Teams, you'll have synchronize your solution with teams.

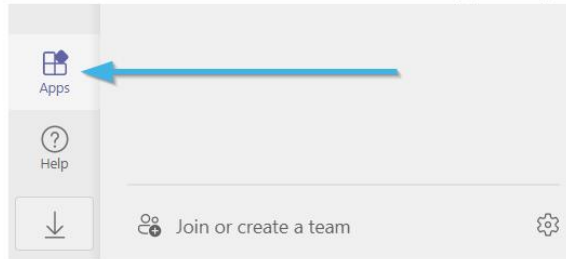
1. Select the **cloudwell-calendar-overlay** package in the SharePoint tenant App Catalog and select the **Sync to Teams** button in the ribbon on the **Files** tab.



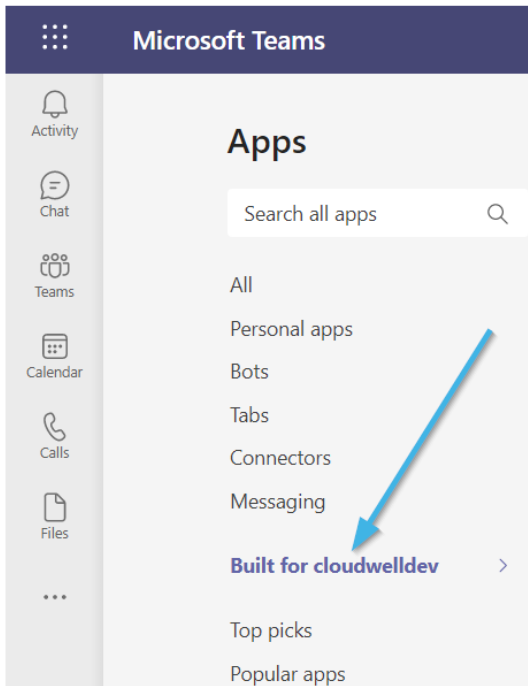
2. Confirm that you can see the status message in the top-right corner.

Successfully synced teams solution

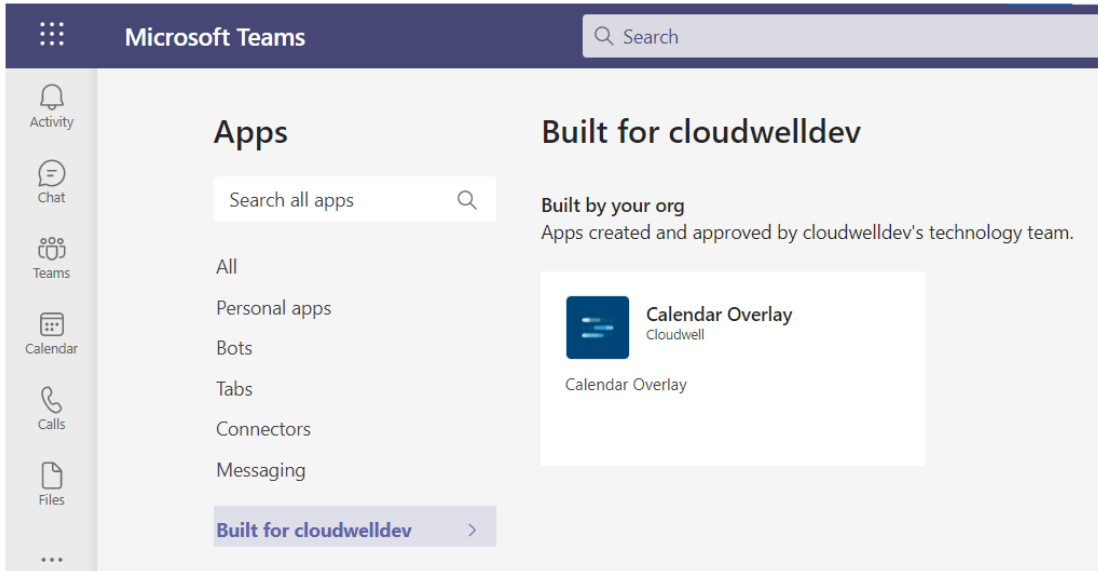
3. Move to the Microsoft Teams side and check the App Catalog status by selecting **Apps** from the left navigation.



4. Wait until your tenant-specific apps selection is visible:



5. Confirm that you can see the **Calendar Overlay** app in the catalog:

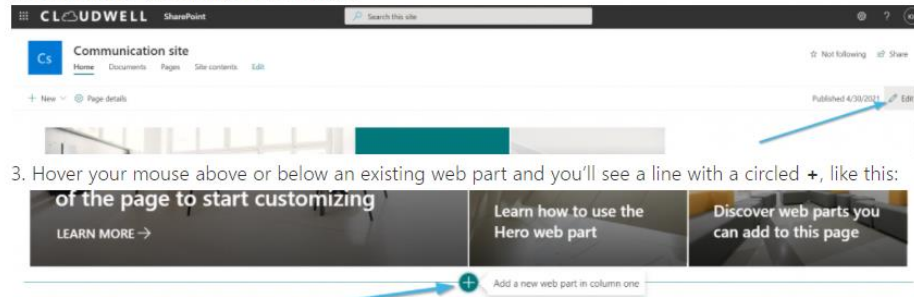


Note

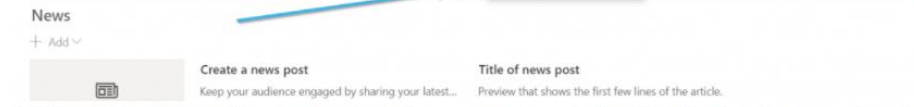
This can take few minutes show due to caching.

Add the Calendar Overlay to a SharePoint page

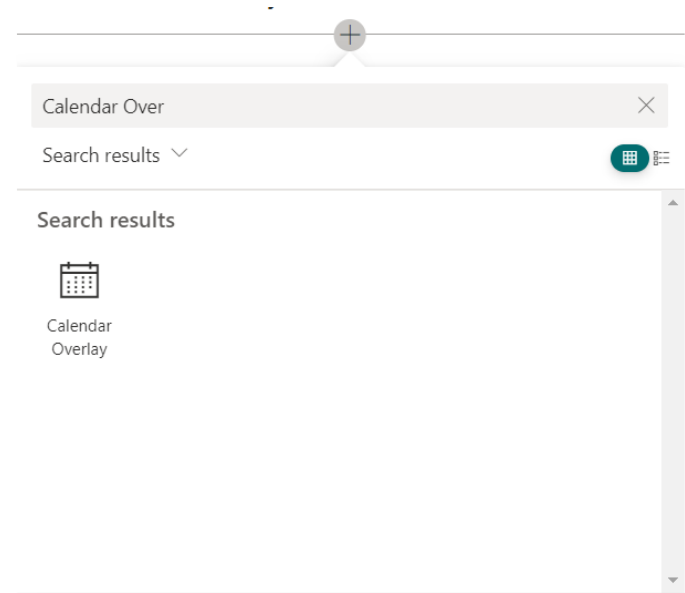
1. Go to the page where you want to add the **Calendar Overlay**.
2. Click **edit** at the top right of the page:



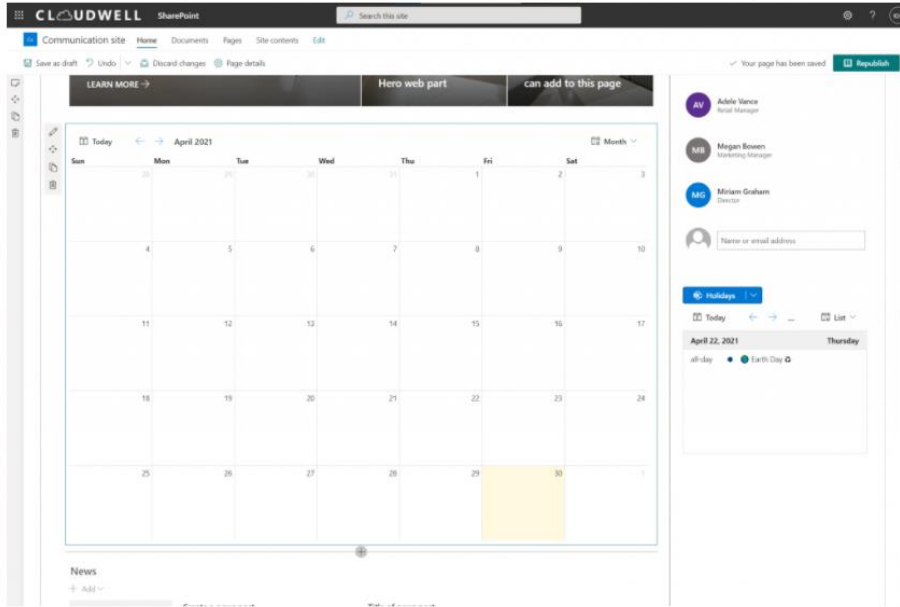
3. Hover your mouse above or below an existing web part and you'll see a line with a circled +, like this:



4. Click + and you'll see a list of web parts to choose from. To easily find the **Calendar Overlay** web part, start typing in the Search box and then select **Calendar Overlay** in the search results.

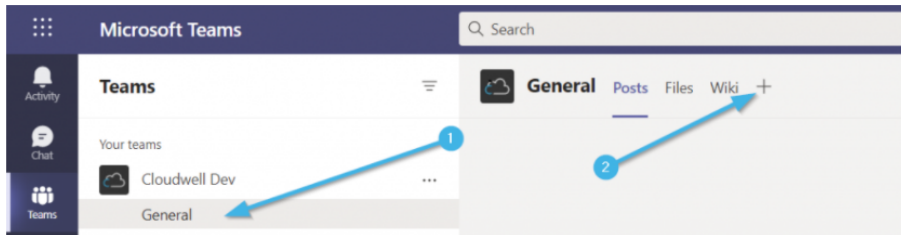


The Calendar Overlay web part has now been successfully added to your SharePoint page and is ready to be configured:



Add the Calendar Overlay to a Teams channel tab

1. Select a channel in a team where you want to add the Calendar Overlay. In the below picture, we have selected the **General** channel in the **Cloudwell Dev** team:



2. Select + to add a new tab on the channel.

3. Find the **Calendar Overlay** app in the list. If needed, you can use the search capability to find the app:

Add a tab

Turn your favorite apps and files into tabs at the top of the channel
More apps

Recent ▾

More tabs



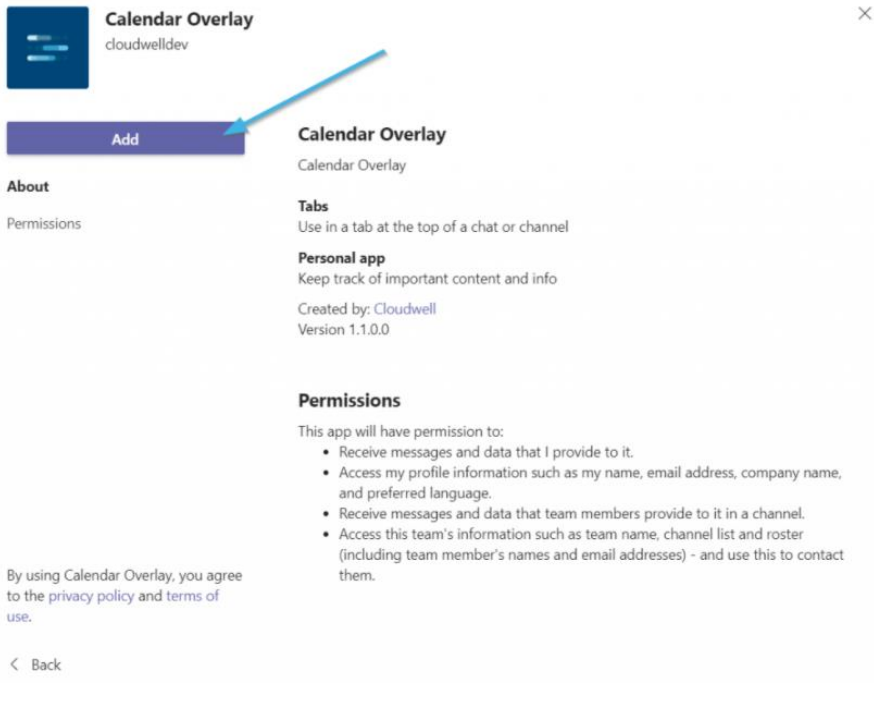
Calendar
Overlay



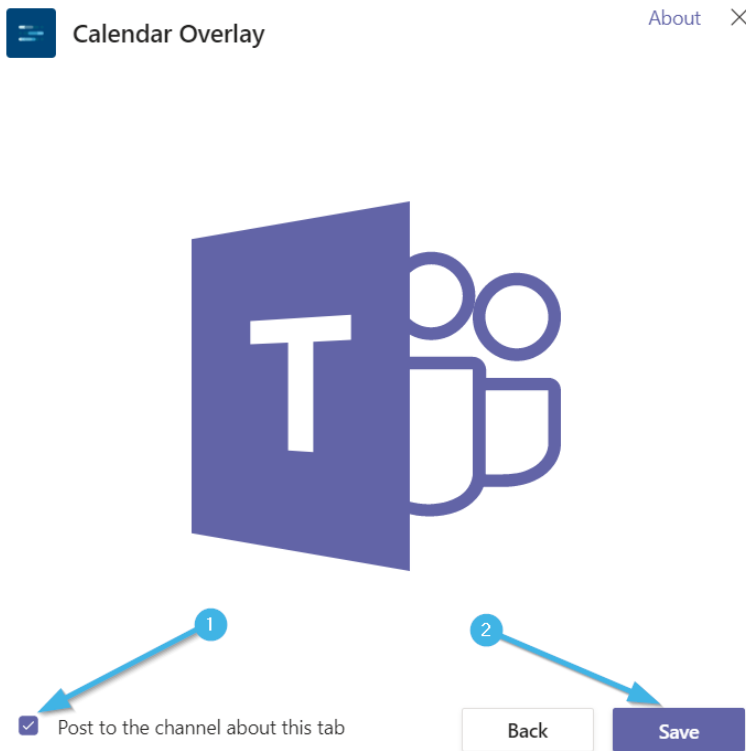
Calendar Overlay



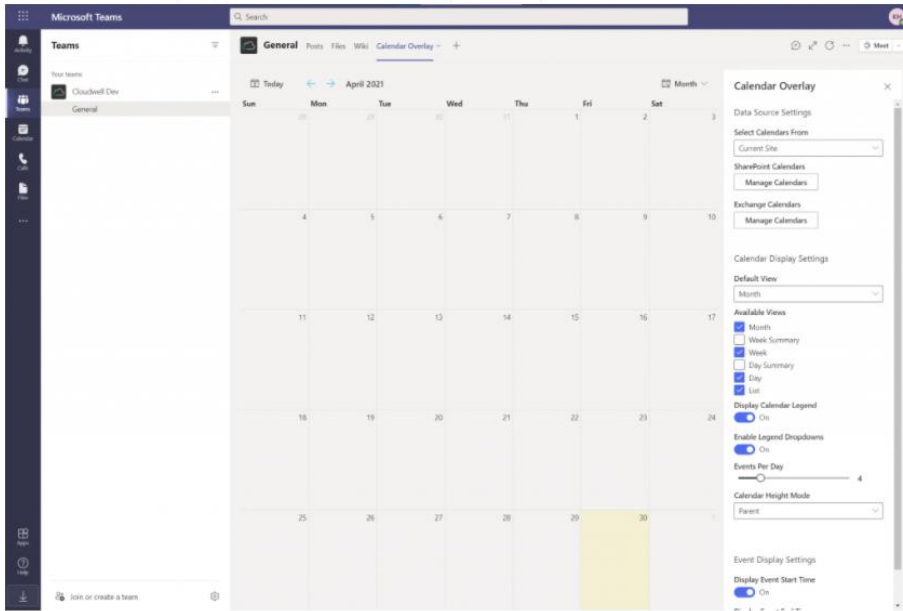
4. Select **Add** to confirm the tab to be selected.



5. Select **Save** to confirm the tab to be installed on the channel:



The Calendar Overlay app has now been successfully added to your Microsoft Teams team channel as a tab and is ready to be configured:



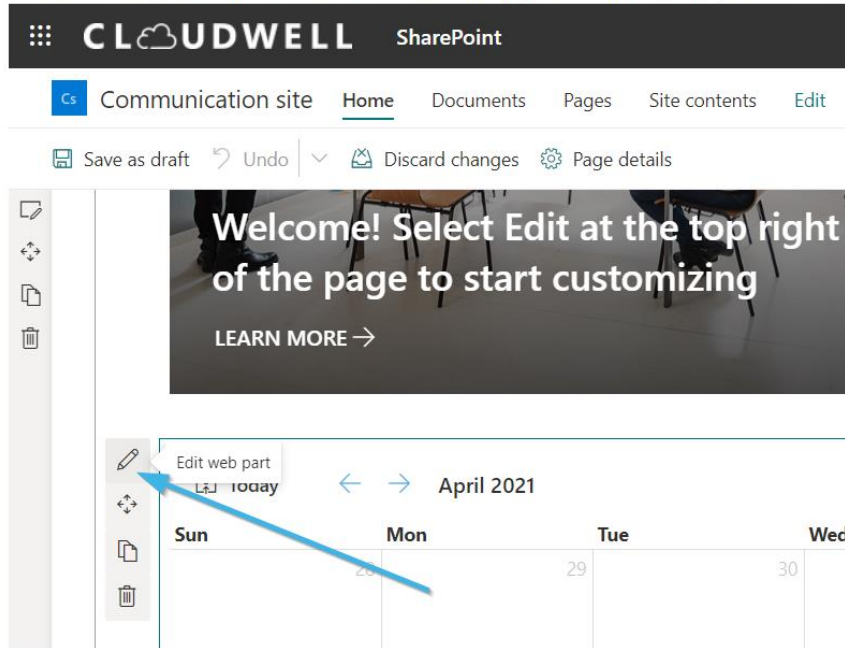
Configure the Calendar Overlay

Important

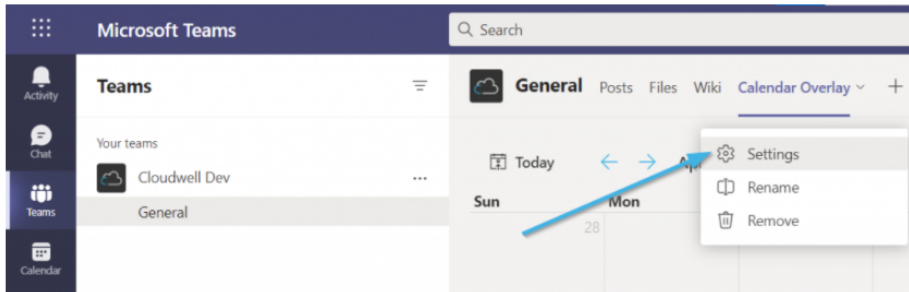
You need SharePoint member (or higher) permissions to edit the settings on a SharePoint page, and you need Teams team owner (or higher) permissions to configure the tab settings in Teams.

1. The Calendar Overlay uses the native settings dialogs in SharePoint and Teams to configure settings for the app.

To edit the settings in SharePoint, while in edit mode on a page, select the Edit web part icon on the Calendar Overlay web part:



To edit the settings in Teams, select the dropdown of the Calendar Overlay tab you would like to edit and click settings:



2. The **Settings** panel will become visible on the right side of the screen:

Calendar Overlay ×

View all of your SharePoint and Exchange calendars in one place.

[Learn More](#)

Data Source Settings

SharePoint Calendars

Manage Calendars

Exchange Calendars

Manage Calendars

Calendar Display Settings

Default View

Available Views

- Month
- Week Summary
- Week
- Day Summary
- Day
- List

Display Calendar Legend

 On

Enable Legend Dropdowns

 On

Events Per Day

Calendar Height Mode

Aspect Ratio (1.5 : 1)

Event Display Settings

Display Event Start Time

 On

Display Event End Time

 On

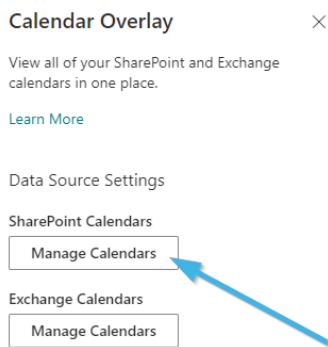
Data Source Settings

The Data Source Settings allow a user to define the sources, colors, icons, and order of calendars in view.

SharePoint Calendars

The Calendar Overlay supports adding SharePoint lists and document libraries as a source. The only requirement is the list/library must have columns that can map to the Title, Start Date, and End Date settings in the configuration dialog.

1. To add a new calendar or edit an existing calendar source to the Calendar Overlay, select Manage Calendars under the SharePoint Calendars heading.



2. Click **Add** to define a new calendar source, or select a row in the table below and click **Edit** to modify the settings of an existing calendar source, **Delete** the calendar source, or the **Up and Down arrows** to change the order in the legend.

SharePoint Calendars ×

+ Add ✎ Edit 🗑️ Delete ↑ ↓

Display As	Legend Icon	Event Colors	Site
Holidays	SpecialEvent	10:00 AM Sample Event	https://[redacted].sharepoint.com /
Team Calendar	PublicCalendar	10:00 AM Sample Event	https://[redacted].sharepoint.com /sites/wcloudwellteam
Milestones	Ribbon	10:00 AM Sample Event	https://[redacted].sharepoint.com /sites/cloudwelldes

3. To add/edit a calendar source fill in the following properties:

- **Display As** – This is the title of the calendar source as displayed in the legend.
- **Legend Icon** – You can select the icon displayed next to the title in the legend.
- **Event Colors** – You can set the calendar source font, background, and border colors with the color picker.
- **Site** – This is the source site for your list. Select the site scope, then your site, if necessary.
- **Calendar List** – This is the source for your list.
- **View** – The view of items from your source as defined by your SharePoint list/library view.
- **Event Title Column** – The display title of your event mapping to a string column from your list/library.
- **Event Start Date Column** – The start date of your event mapping to a date column from your list/library.
- **Event End Date Column** – The end date of your event mapping to a date column from your list/library.
- **Event Details Column** – The column from your list/library that is displayed in the over card details section.

SharePoint Calendars



Edit Back

Display As (*)

Legend Icon

Event Colors

Font	Background	Border
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

10:00 AM - 11:00 AM
Sample Event

Site (*)

Select Site from

Current Site

Current Site Collection

All Sites

Calendar List (*)

View (*)

View Missing? [Create View Here](#)

Event Title Column (*)

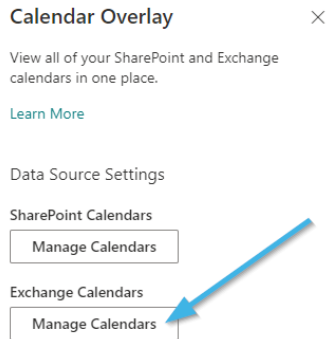
Event Start Date Column (*)

Event End Date Column

Exchange Calendars

The Calendar Overlay supports adding Exchange Online and on-premises calendars as a source. This allows a user to define any source with an email address associated to it, such as a User, Microsoft 365 Group, Shared Mailbox, or Resource Account.

1. To add a new calendar or edit an existing calendar source to the Calendar Overlay, select Manage Calendars under the Exchange Calendars heading.



2. Click **Add** to define a new calendar source, or select a row in the table below and click **Edit** to modify the settings of an existing calendar source, **Delete** the calendar source, or the **Up and Down arrows** to change the order in the legend.

Exchange Calendars ×

[+ Add](#) [✎ Edit](#) [🗑 Delete](#) [↑](#) [↓](#)

Email Address	Calendar Name	Legend Icon	Event Colors
██████████@██████████.onmicrosoft.com	Main Conference Room	Room	10:00 AM Sample Event
██████████@██████████.onmicrosoft.com	Team Calendar	PublicCalendar	10:00 AM Sample Event

3. To add/edit a calendar source fill in the following properties:


- **Email Address** – This is the email address associated with the Exchange calendar.
- **Group Calendar** – If set to true, the icon in the legend for this calendar displays a group of users.
- **Calendar Name** – This is the title of the calendar source as displayed in the legend.
- **Event Colors** – You can set the calendar source font, background, and border colors with the color picker.

Exchange Calendars ✕

[Edit](#) [← Back](#)

Email Address (*)

Calendar Name (*)

Legend Icon  [Change Icon](#)

Event Colors

Font	Background	Border
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

10:00 AM - 11:00 AM
Sample Event

[OK](#) [Cancel](#)

Export/Import Configuration

The Configuration button allows a user to export and import the current data source configuration. When exporting the data source, a configuration file is downloaded to your local computer. To import the configuration file, select the destination web part in edit mode, select your **Data Source** type (SharePoint or Exchange), and then select the **Import** option and pick the local configuration file to upload. The import function does an append action only and will not overwrite the existing connections configured.

SharePoint Calendars ✕

[+ Add](#) [Edit](#) [Delete](#) [↑](#) [↓](#) [Configuration](#) ▼

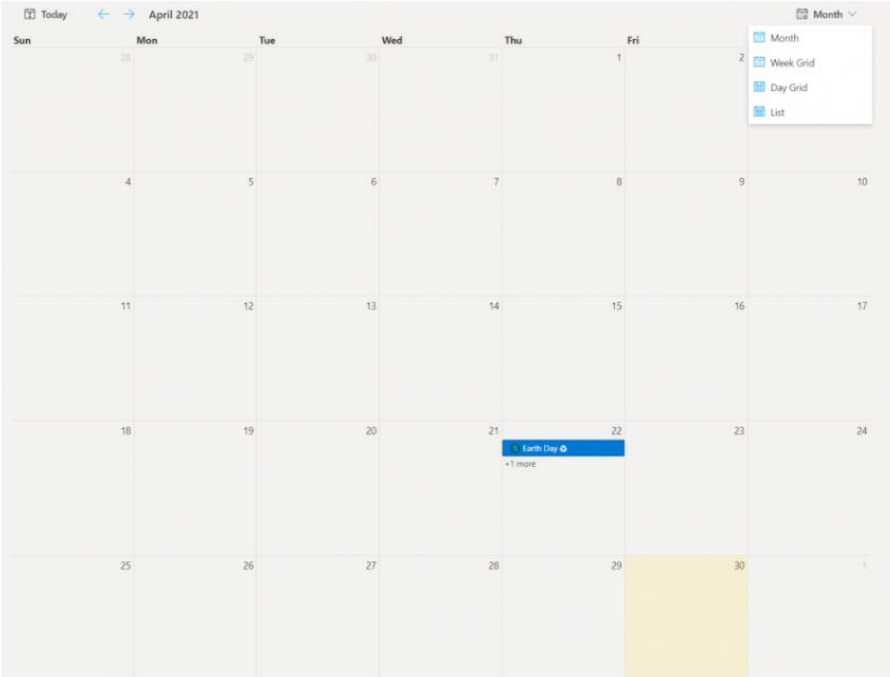
[→ Export](#)
[← Import](#)

Display As	Legend Icon	Event Color	Site
Holidays	SpecialEvent	10:00 AM Sample Event	https://...sharepoint.com/
Team Calendar	PublicCalendar	10:00 AM Sample Event	https://...sharepoint.com/sites/wcloudwellteam
Milestones	Ribbon	10:00 AM Sample Event	https://...sharepoint.com/sites/cloudwelldev

Calendar Display Settings

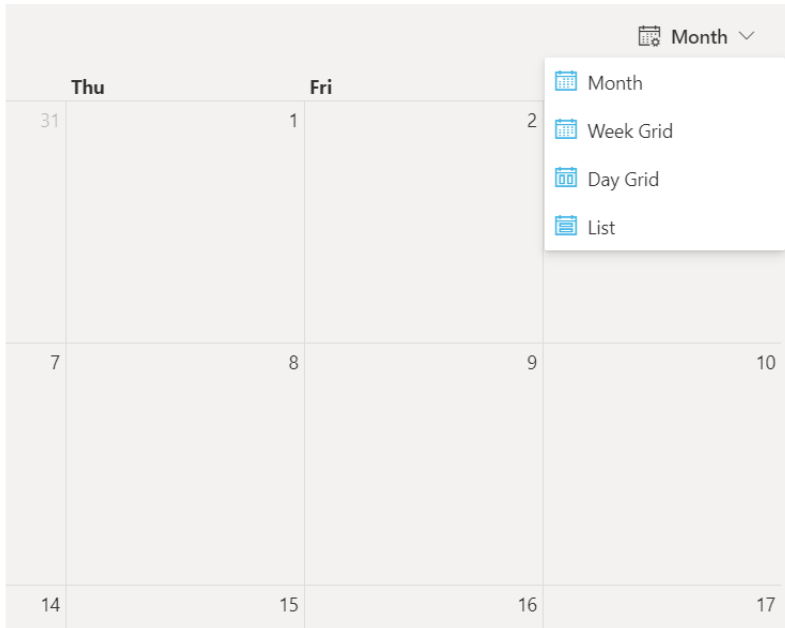
Default View

The Default View setting allows a user to define which view loads by default for all users of the Calendar Overlay. All users can change their view with the view selector, however the default view is always shown when the Calendar Overlay is loaded. The default setting is **Month**.



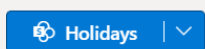
Available Views

The Available Views setting allows a user to configure which calendar views are available for all users of the Calendar Overlay to select. The default settings are **Month**, **Week**, **Day**, and **List**. Additionally, you can select Week Summary and Day Summary.



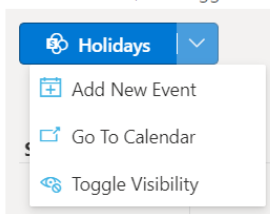
Display Calendar Legend

The Display Calendar Legend setting allows a user to toggle the visibility of the legend of configured calendar sources displayed above the calendar. The default setting is **On**.



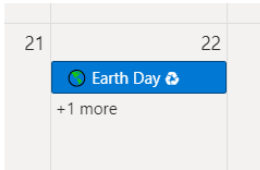
Enable Legend Dropdowns

The Enable Legend Dropdowns settings allows a user toggle the visibility of the calendar legend menus for configured calendars. The legend dropdown allows all users of the Calendar Overlay to add new events to the associated calendar (if permissions allow), navigate to the calendar source, and toggle the visibility of the calendar in their view. The default setting is **On**.



Events Per Day

The Events Per Day setting allows a user to define the number of events per day to show on the calendar. Additional events are displayed when clicking on the + more text on the date. The default value is **4 events per day**.

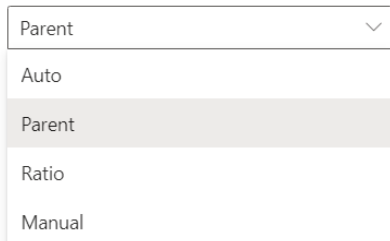


Calendar Height Mode

The Calendar Height Mode setting allows a user to set the scaling of height for the Calendar Overlay. The following options are:

- **Auto** – Auto sets the height based on width of the parent element.
- **Parent (default)** – Auto-scales to the height and width of the parent element.
- **Ratio** – Allows a user to size based on aspect ratio in relationship to width.
- **Manual** – Allows a user to define a height in pixels.

Calendar Height Mode



Event Display Settings

Display Event Start and End Times

These settings allow users to toggle the visibility of event start and end times on the Calendar Overlay. The default setting is **On**.

Event Display Settings

Display Event Start Time

On

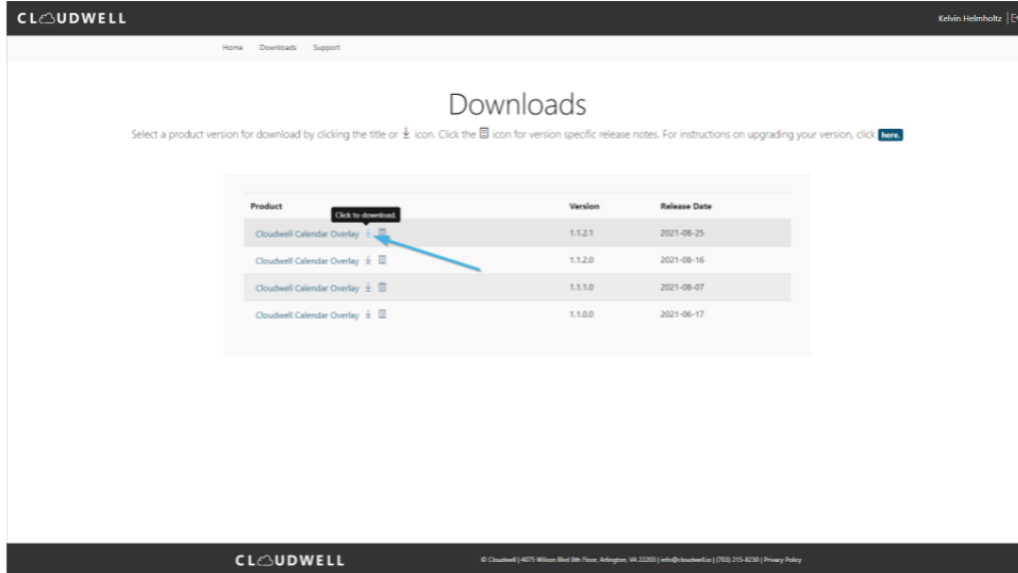
Display Event End Time

Off

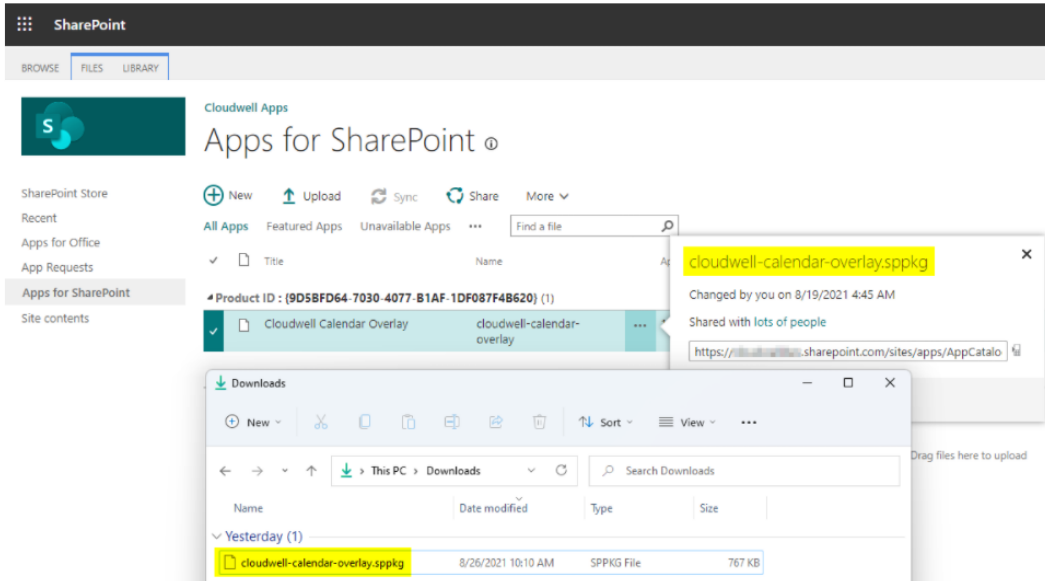
Upgrade the Calendar Overlay

Upgrading to the most recent version of the Cloudwell Calendar Overlay is simple.

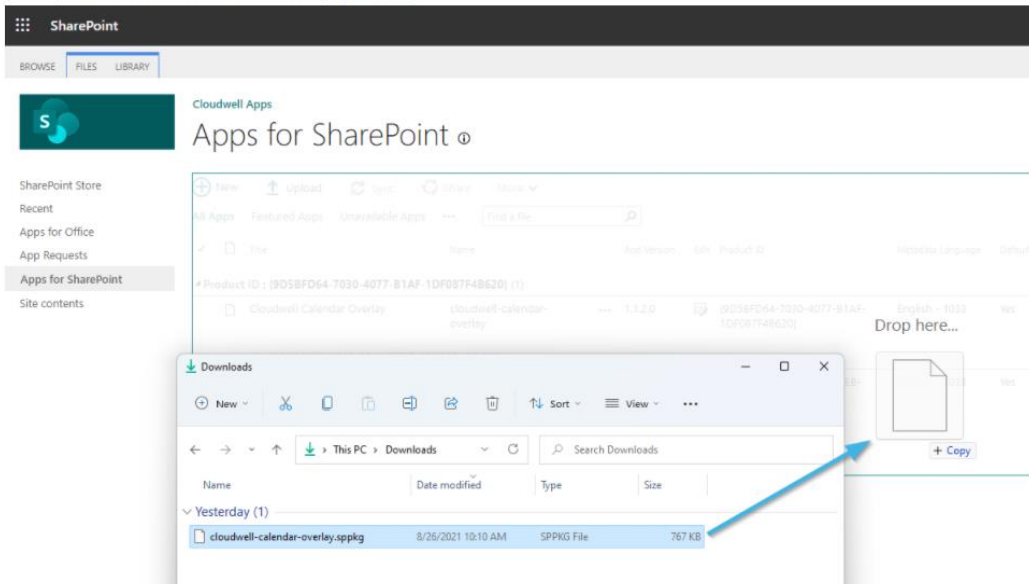
1. Login to the customer portal to download the latest version.



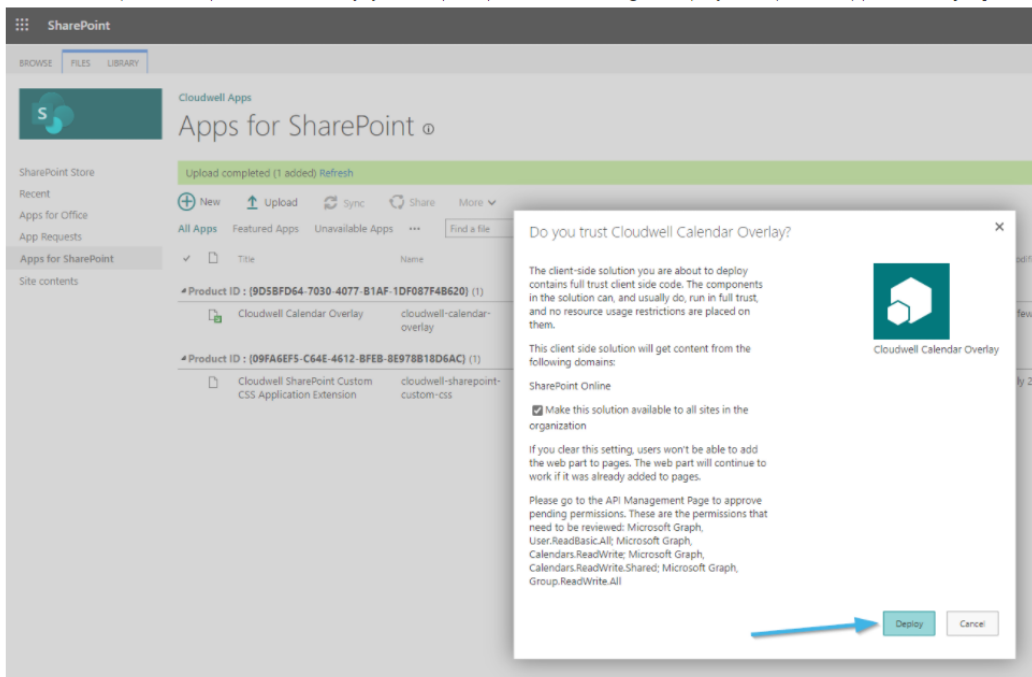
2. In your organizations App Catalog, ensure that the filename matches the package filename, **cloudwell-calendar-overlay.sppkg**. If you upload a file with a different name, this will cause the upgrade to fail in the app catalog.



3. Drag the downloaded file into the app catalog.



4. Once the upload completes successfully, you will be prompted with a dialog to deploy the updated app. Click **Deploy**.



5. Once deployed, you will notice the updated App Version number in the app catalog. Additionally, you can view the app version in the web part settings panel on a SharePoint page.

SharePoint

BROWSE FILES LIBRARY

Cloudwell Apps

Apps for SharePoint

Upload completed (1 added) Refresh

New Upload Sync Share More

All Apps Featured Apps Unavailable Apps Find a file

✓	Title	Name	App Version	Edit	Product ID
✓	Cloudwell Calendar Overlay	cloudwell-calendar-overlay	1.1.2.1	...	{9D58FD64-7030-4077-B1AF-1DF087F4B620}

Product ID : {9D58FD64-7030-4077-B1AF-1DF087F4B620} (1)

CLUDWELL Cloudwell Calendar Overlay Version 1.1.2.1

Uninstall the Calendar Overlay

1. Go to your tenant's SharePoint App Catalog and click the "Apps for SharePoint" link in the quick launch navigation.
2. Select "Cloudwell Calendar Overlay" in the list of apps and click delete from the menu.

CLUDWELL SharePoint

BROWSE FILES LIBRARY

Upload Document New Folder Edit Document Check Out Discard Check Out View Details Page Manage Installed Apps Deploy Sync to Teams Upgrade Store App View Properties Edit Properties Version History Shared With Delete Document Share Alert Me

New Open & Check Out Apps Manage Share & Track

SharePoint Store

Recent

Apps for Office

App Requests

Apps for SharePoint

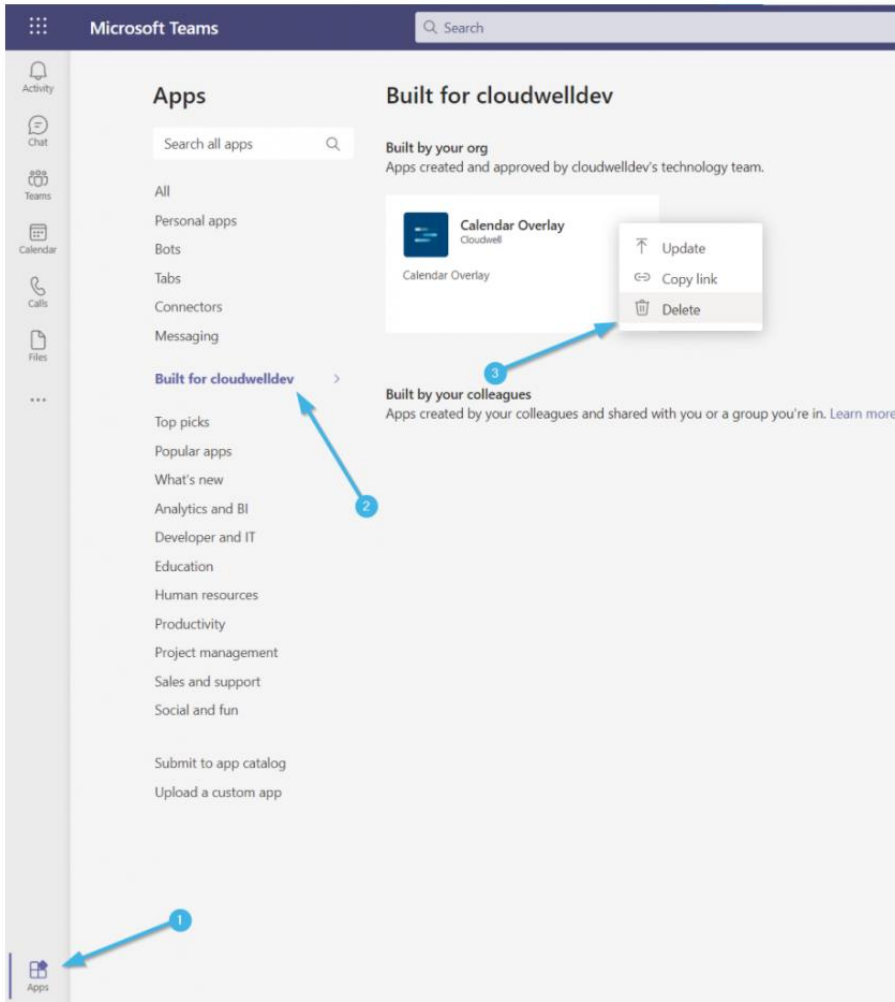
Site contents

New Upload Sync Share More

All Apps Featured Apps Unavailable Apps Find a file

✓	Title	Name	App Version	Edit	Product ID
✓	Cloudwell Calendar Overlay	cloudwell-calendar-overlay	1.0.0.0	...	{9D58FD64-7030-4077-B1AF-1DF087F4B620}

3. In Microsoft Teams, select Apps in the app bar, then navigate to "Built for organization", find the Calendar Overlay app, click the ellipsis, and then Delete.



Note

You will need to delete the web part from any pages it was added to in SharePoint and tabs in Teams channels.

Limitations and Known Issues

- Limited support within the SharePoint mobile app for iOS and Android.