# What is Microsoft Calendar?

Calendar is for making appointments and scheduling meetings with other people. You can access Calendar through both Outlook and Microsoft Teams (Teams). Teams can connect to Calendar so any meeting includes an online meeting space accessible from a single click.

# How do I Access Microsoft Calendar?

You can access Calendar and Microsoft 365 (M365) via the official Microsoft 365 website

Visit office.com, select the "App launcher" waffle in the top left-hand corner, and select the Calendar icon.

You may be required to sign in using your ESDC credentials if this is your first-time accessing Microsoft 365.

# What are Restrictions regarding Microsoft Calendar?

You can only access Calendar and M365 in the following ways:

On a managed government furnished laptop or tablet

On a managed government furnished mobile phone that can access work email

On a personal laptop connected to AppGate

On a personal laptop connected to the Secure Access Virtual Environment Desktop (SAVE-D)

Visit the Restricted Devices page for more information.

# What are New Features in Microsoft Calendar?

Guidance and Training will be added at a later date.

# Where can I access Microsoft Calendar Training?

Guidance and Training will be added at a later date.

# What are Information Management Best Practices for Microsoft Calendar?

For advice and guidance on managing information, please reference the Information Management page.

# What level of Information Classification does Microsoft Calendar under?

Calendar may only be used for unclassified information at this time. It has not yet received ESDC certification for Protected A or Protected B use.

ESDC received Protected B certification for select M365 applications.

Before using an M365 application for Unclassified, Protected A or Protected B information, refer to the interim guidance.

# What issues can Nation Service Desk help with regarding Microsoft Calendar?

Login or access

Applications not working properly

File syncing

Audio and video

# Where can I access Non-Technical Support for Microsoft Calendar?

The Microsoft 365 Community of Practice is a group of more than 500 employees at ESDC. It includes a sub-community of volunteer Super Users that can help you and your colleagues learn to use Calendar and other applications.

This includes, but is not limited to:

Training and learning

Demonstrations

Non-technical assistance with M365 features

Connect with them by asking a question about Calendar in the community of practice