

For up-to-date information on available technology resources during the Coronavirus pandemic, see our [Computing Availability During COVID-19](#) article.

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)

Calendar Options

MyWharton Feeds
My Courses
My Appointments
My Group Events
Important Dates
Wharton Events
<ul style="list-style-type: none">• Your course schedule
<ul style="list-style-type: none">• GSR reservations• CareerPath appointments
<ul style="list-style-type: none">• Club & group events• Bookmarked events
<ul style="list-style-type: none">• Key program dates, events, deadlines
<ul style="list-style-type: none">• Class, Cohort, Cluster events

- Public events hosted by other clubs/groups

Other Calendars

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

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
Calendar



Calendar
Feeds
(i.e.
MyWharton)



Shared
Google
Calendars



Editable
Events that
sync to
Google



✓
✗
✓
✓
✓

*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

Mark events that interest you so that they display in your **My Group Events** 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. Under **Display on My Events calendar** select **Display**

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. Under **Display on My Events** select **Don't Display**

Add Calendars to...

...Google Calendar (**Action Required**)

On a Laptop/Desktop



...Outlook via G Suite Sync



...Outlook



...Calendar on Mac

On a Mobile Device



...Google Calendar Mobile App



...Default iOS Calendar



...Default Android Calendar

Remove Calendar from...

...Google Calendar

On a Laptop/Desktop



...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**
4. Select the calendar you wish to remove and tap **Delete Account**

Follow the steps above in
...Google Calendar.

FAQ

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

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

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

Questions?

Contact: [Wharton Computing Student Support](#)

Email: support@wharton.upenn.edu
