

Calendar Overview

Last Modified on 06/20/2023 2:15 pm EDT

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](#)

My Courses

**My
Appointments**

My RSVPs

Club Events

Career Events

Program Events

Your course
schedule

GSR
reservations and
CareerPath
appointments

Events you've
RSVP'd for

Club & group
events

Key program
dates, events,
deadlines

Non-Club, Non-
career, Non-
course and Non-
Personal Events

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

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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

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

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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



...Outlook via G Suite Sync



...Outlook



...Calendar on Mac

[Read More →](#)

[Read More →](#)

[Read More →](#)

On a Mobile Device



...Google Calendar Mobile App



...Default iOS Calendar



...Default Android Calendar

[Read More →](#)

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Remove Calendar from...

...Google Calendar

[Read More →](#)

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.

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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
