Calendar Overview

Last Modified on 04/16/2025 5:07 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
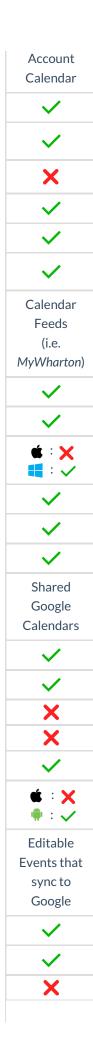
You will need the following before you can begin:

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

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

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.
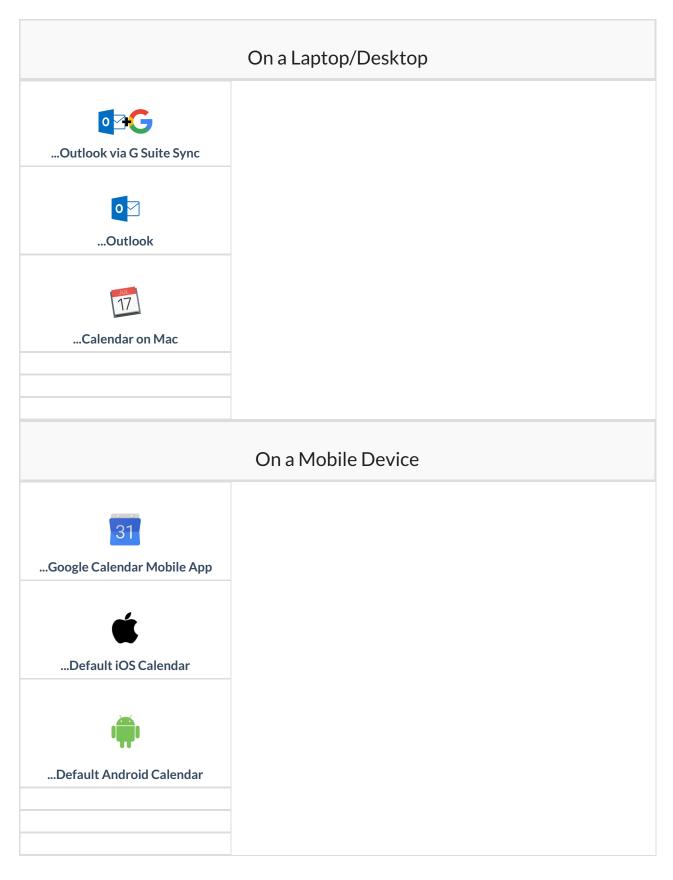
Manage Events in MyWharton

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

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