Wharton Calendar Overview (Students)

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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)

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Calendar Options

MyWharton Feeds

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
✓
✓
✗
✓

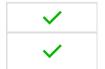| |
|:---:|
| ✓ |
| ✓ |

*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.

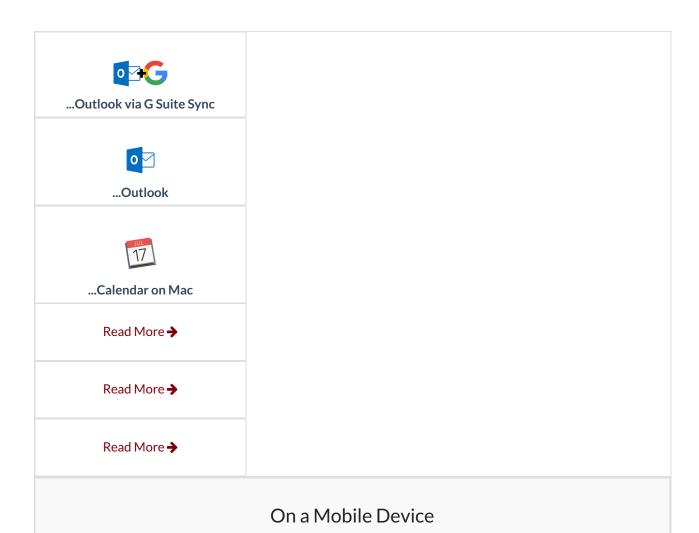
Remove a bookmarked event:

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.
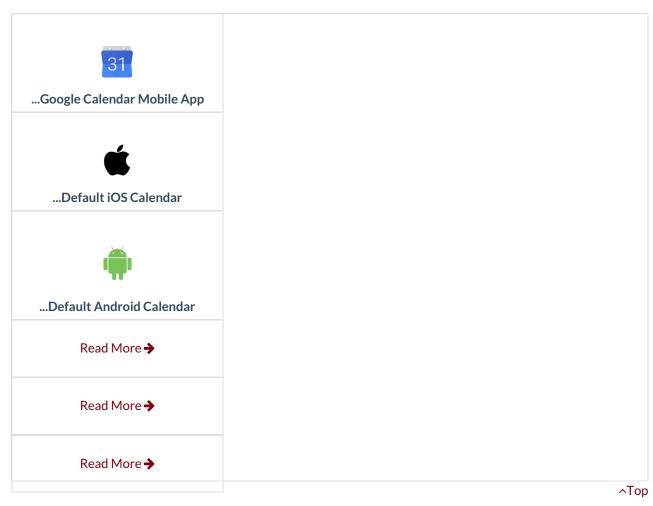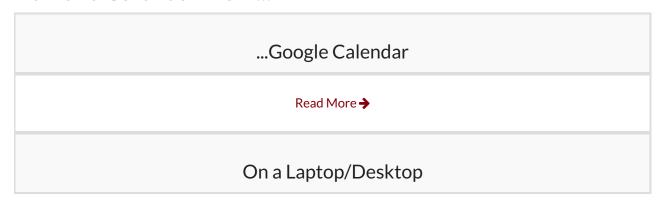
Add Calendars to...

...Google Calendar (*Action Required*)
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

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...Google Calendar Mobile App

...Default iOS Calendar

...Default Android Calendar

Read More ➜

Read More ➜

Read More ➜

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.

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?

Read More ➜

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

Read More ➜

Questions?

Contact: Wharton Computing Student Support

Email: support@wharton.upenn.edu