

# Wharton Calendar Overview (Students)

Last Modified on 07/08/2021 2:11 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 Group Events
Important Dates
Wharton Events
<ul style="list-style-type: none"><li>• Your course schedule</li></ul>
<ul style="list-style-type: none"><li>• GSR reservations</li><li>• CareerPath appointments</li></ul>
<ul style="list-style-type: none"><li>• Club &amp; group events</li><li>• Bookmarked events</li></ul>
<ul style="list-style-type: none"><li>• Key program dates, events, deadlines</li></ul>
<ul style="list-style-type: none"><li>• Class, Cohort, Cluster events</li><li>• Public events hosted by other clubs/groups</li></ul>
Other Calendars

<p><b>Canvas Feed</b> (<a href="https://canvas.upenn.edu/calendar">canvas.upenn.edu/calendar</a>)</p>
<p><b>Shared WGA Calendars</b> (MBAs only)</p>
<p><b>Shared Personal Gmail Calendar</b></p>
<ul style="list-style-type: none"> <li>• Course assignments, exams, and events</li> </ul>
<ul style="list-style-type: none"> <li>• Wharton Conferences</li> <li>• Wharton Club Events</li> <li>• Wharton Student Life</li> <li>• Wharton Social Events</li> </ul>
<ul style="list-style-type: none"> <li>• All events added to your personal Gmail account calendar</li> </ul>

## Calendar Applications

<p><b>Google Calendar via the Browser</b></p>	
<p><b>Outlook G Suite Sync* (Windows only)</b></p>	
<p><b>Outlook</b></p>	
<p><b>Calendar on Mac</b></p>	
<p><b>Mobile: Google Calendar App</b></p>	
<p><b>Mobile: Default Calendar App</b></p>	
<p>Default Google Account</p>	

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](https://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](https://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](mailto:support@wharton.upenn.edu)

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