

Using the BSC Calendars to Increase Your Efficiency

The UNT Business Service Center is proud to announce the creation of annual calendars to assist employees across all the constituent system campuses effectively manage important deadlines and take advantage of training opportunities. Two different calendars were created; one with important deadlines for payroll, records and purchasing, and the other with training information. The new calendars are on the BSC SharePoint site, can be synched with your Outlook calendar and is even accessible after you close out of SharePoint. Synching is easy. This document outlines how.

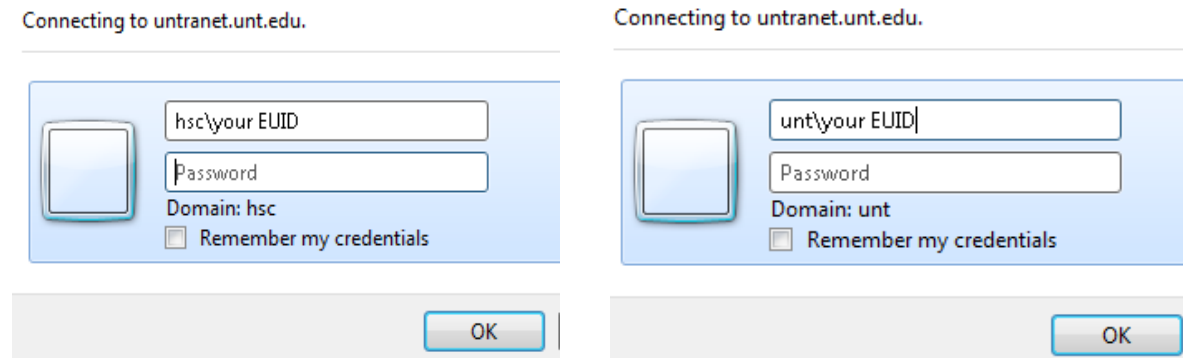
First Get to the Calendar in SharePoint

Follow the appropriate links below to get to the calendar for your campus.

Deadline calendar:
UNT: https://untranet.unt.edu/untsystem/untsbsc/Lists/UNT%20Deadline%20Calendar
HSC: https://untranet.unt.edu/untsystem/untsbsc/Lists/HSC%20Deadline%20Calendar
Dallas: https://untranet.unt.edu/untsystem/untsbsc/Lists/UNT%20Deadline%20Calendar
System: https://untranet.unt.edu/untsystem/untsbsc/Lists/UNT%20Deadline%20Calendar

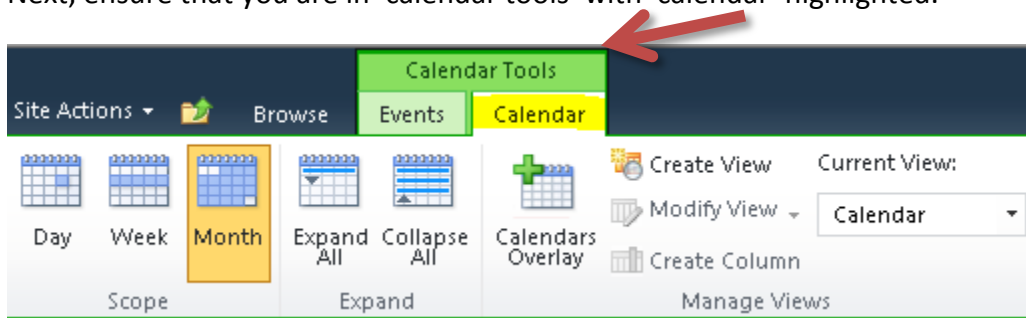
Training calendar:
All Institutions: https://untranet.unt.edu/untsystem/untsbsc/Lists/Calendar

Note: You may be prompted to input your **EUID** and **Password** after clicking the links. It can be particular about the way the information is input and should look like one of these examples



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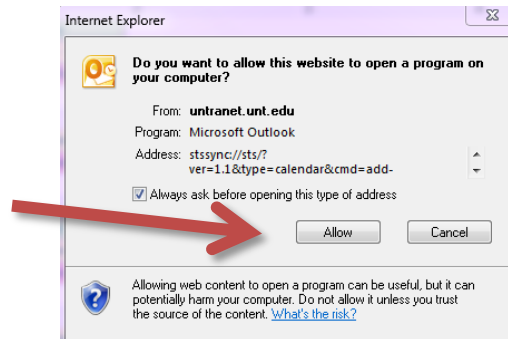
Next, ensure that you are in 'calendar tools' with 'calendar' highlighted.



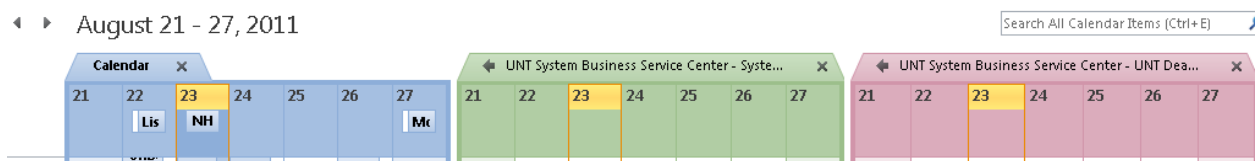
Click the icon that says 'Connect to Outlook'



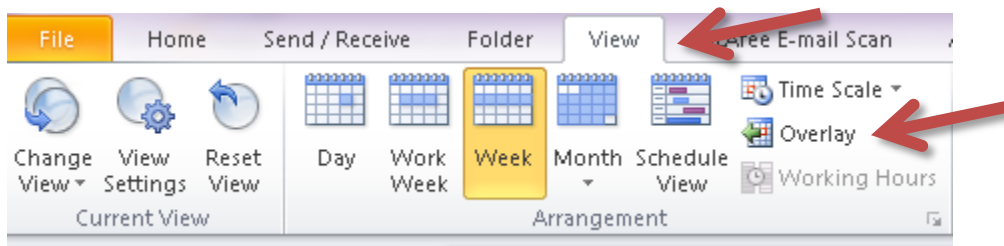
Click 'allow' and 'OK'.



Note: You may need to log in again with UNT\ and your EUID and password. Then it will synchronize and become a calendar you can view in Outlook even after you close SharePoint.

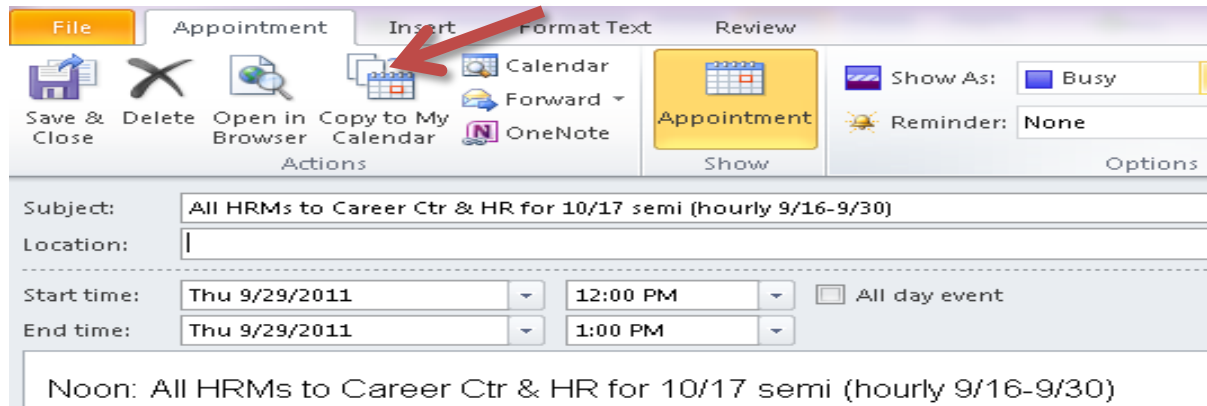


To view the calendar in Overlay mode: Click 'View' and 'Overlay'



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Click the icon 'Copy to My Calendar' and you are done.



To **remove it from your calendar**, just right click the event and click Delete.

This project underscores our commitment to the UNT System Institutions to work diligently to innovate, streamline processes, and support our institutions. We welcome any feedback you may have regarding the new calendars at training@unt.edu