



BoostSolutions Calendar Rollup App

User Guide

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1. Introduction

BoostSolutions' Calendar Rollup App allows you to aggregate events from SharePoint Online calendars and Office 365 shared calendars, supporting both group and personal calendars.

It also offers seamless integration with Microsoft Teams, making it accessible across both Microsoft Teams channels and the SharePoint portal.

By color-coding events based on different calendar sources, makes it easy to identify and categorize information, better to track your meetings and schedules.

Please note that Calendar Rollup App is only available in modern experience.

This document is used to instruct users how to use this app.

For the latest copy and other guides, please visit:

<https://www.boostsolutions.com/download-documentation.html>

2. Installation

2.1 Add the App from the Microsoft AppSource

Before this operation, ensure that the user account that is performing this procedure is a member of the site Owners group, or has the same permission.

- a. On the site where you want to add an app, go to Settings  and then select **Add an app**.
- b. On the Site Contents page, click **Add an App**.
- c. Search “Calendar Rollup” in the search bar.
- d. Once the app appears in the search result, click on it.
- e. On the app page, click on **Add to Apps site** button.
- f. Allow the system to complete the validation process. You can choose to either **Only enable this app** or **Enable this app and add it to all sites** (recommended). If the latter option is not selected, the app will need to be individually added to each site where you want to use it.

Confirm data access

 Calendar Rollup

The app you're about to enable will have access to data by using the identity of the person using it. Enable this app only if you trust the developer or publisher.

This app gets data from:

- SharePoint

API access that must be approved after you enable this app

- Microsoft Graph, Calendars.ReadWrite
- Microsoft Graph, Group.ReadWrite.All

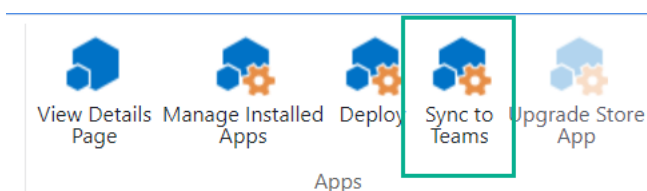
App availability

☐ Only enable this app
Selecting this option makes the app available for site owners to add from the My apps page. [Learn how to add an app to a site](#)

☒ Enable this app and add it to all sites
Selecting this option adds the app automatically so site owners don't need to.

AddCancel

- g. And then click **Add** button.
- h. Now the app has been successfully added in your SharePoint.
- i. Browse to the App Catalog.
- j. Select 'BoostSolutions Calendar Rollup' and open up Files tab in the ribbon. Click 'Sync to Teams'.



- k. Make sure that you see the following confirmation in the upper right corner of your screen:
'Successfully synced teams solution'.

Now, you have successfully installed 'BoostSolutions Calendar Rollup' on your office 365 tenant. You can use it either Microsoft Teams or SharePoint.

2.2 Grant access to APIs

The app requires access to additional resources outside of SharePoint such as Exchange Calendars, a Global Administrator has to grant access in SharePoint Admin page to ensure the app functionality is enabled.

Calendar Rollup Web Part requires access to read or write Exchange Calendars. You do not need to grant this permission if you are not planning to display Exchange Calendars in the Web Part.

To grant the permissions, you need to do the following:

- a. Navigate to the tenant SharePoint Admin Center.
- b. Under Admin centers in the left menu, click on SharePoint.
- c. On the left menu click on API access under Advanced.
- d. Approve the Microsoft Graph permission requests by selecting each permission request and clicking Approve.

API access

Manage access to Azure AD-secured APIs from SharePoint Framework components and scripts.

[Learn about managing permission requests](#)

API name	Package	Permission
▼		
> Pending requests (2)		
▼ Approved requests (5)		
▼ Organization-wide (5)		
Microsoft Graph	-	Calendars.ReadWrite
Microsoft Graph	-	Group.Read.All
Microsoft Graph	-	Group.ReadWrite.All

Here you should be able to see the pending approval request for special permissions:

Microsoft Graph / Calendars.ReadWrite – read and write access to user calendars (only needed when Calendar Rollup web part is used to connect to user calendars)

Microsoft Graph / Group.Read.All - access to group calendars (only needed when Calendar Rollup web part is used to connect to group calendars)

Microsoft Graph / Group.ReadWrite.All – read and write access to group calendars (only needed when Calendar Rollup web part is used to connect to group calendars)

3. How to Use Calendar Rollup App

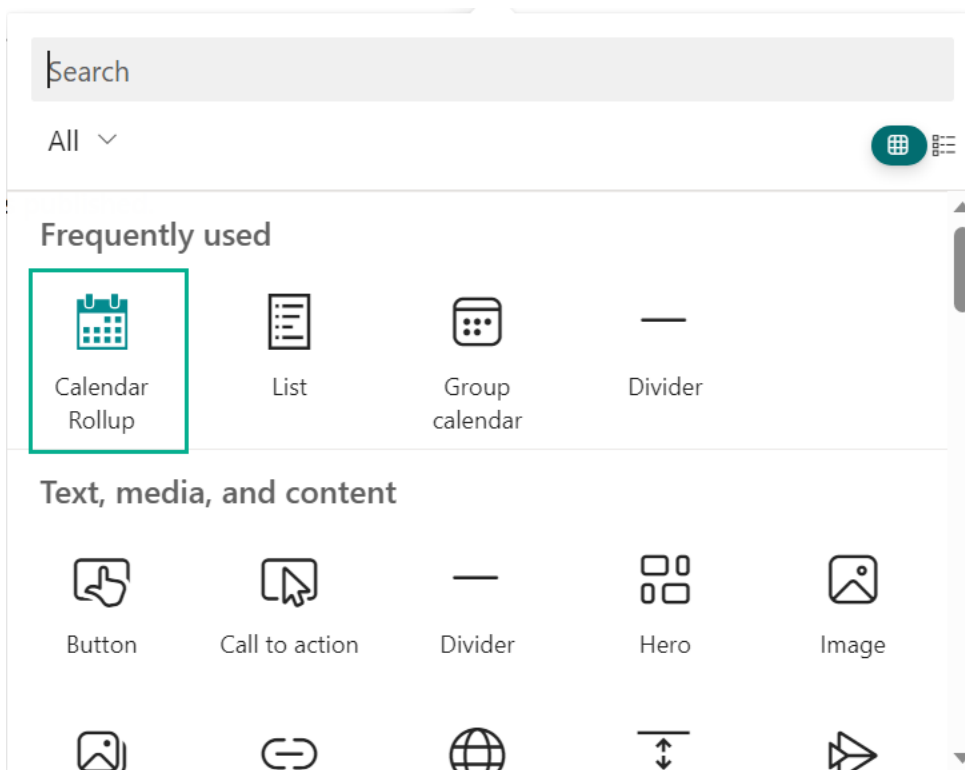
3.1 Add Calendar Rollup Web Part on SharePoint

- Go to the page where you want to add the Calendar Rollup Web Part.
- If the page is not already in edit mode, click **Edit** at the top right of the page.
- Hover your mouse above or below an existing web part and you'll see a line with a circled +, like this:



- Click "+" and you'll see a list of web parts you can choose from. Click Calendar Rollup to add the web part.

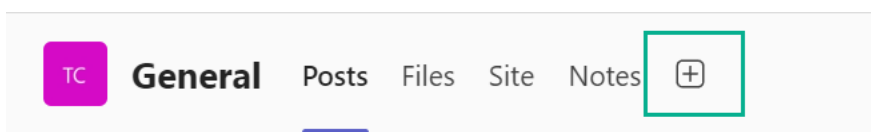
If you do not find the web part, type **Calendar Rollup** in the **Search** box.



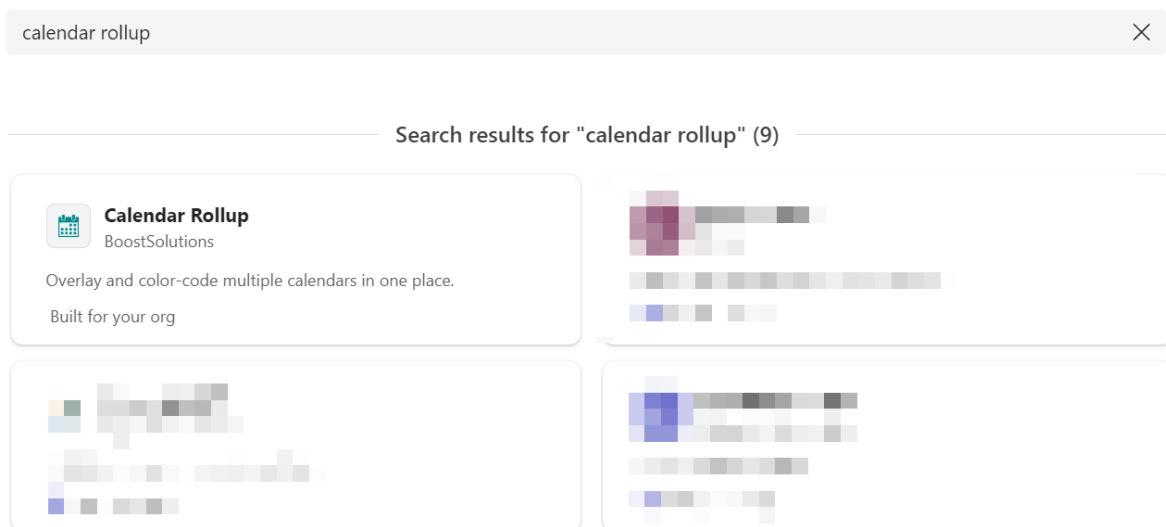
3.2 Add Calendar Rollup Web Part as a Tab in Teams

BoostSolutions' Calendar Rollup integrates with Teams, allowing you to add the app to a channel or team. The features within Teams are identical to those in SharePoint.

- To add the app in Teams, ensure that the app has been deployed to all sites in your organization and has been synced to Teams.
- Once the app has been successfully synced, it can be found within Teams.
- Navigate to the Teams channel you want to add the app and click on the '+' sign to create a new tab.



- From there, search for and select the 'Calendar Rollup'.



- Follow the prompts to add the tab. Once the tab is created, you can add different calendars on the web part.

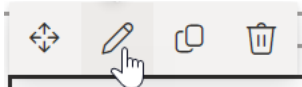
The procedures for adding calendars, managing events, and configuring settings are identical to those in SharePoint. For detailed instructions, please refer to [Chapter 3.3](#) and subsequent sections.

Please be aware that within a channel, you can only add SharePoint calendars or lists that are associated with the site to which the channel is connected.

3.3 Configure Calendar Rollup Basic Settings

After adding a Calendar Rollup Web Part, you can configure the basic settings for Calendar Rollup Web Part now.

Click on the Calendar Rollup Web Part, and then click edit web part icon.



Then you will find Calendar Rollup panel on the right side. Here you can configure the following settings:

BoostSolutions Calendar Rol... ✕

Configure the display and other default settings for your calendars.

Basic Settings

Default View

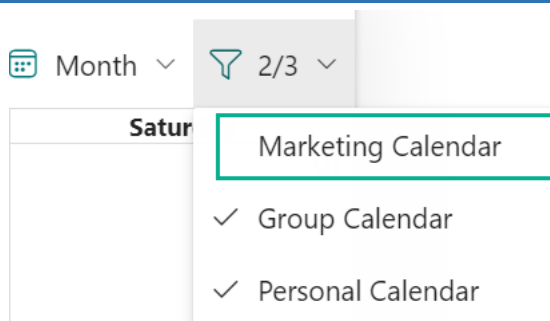
 ▼

- ☒ Show calendar selector
- ☒ Auto refresh calendars
- ☒ Show a color-coded legend on top of the calendar

Default View: Specify the default view, by month, week, day or agenda.

Show calendar selector: Select this option, it will show all added calendar sources added and allows users to choose which calendars will be displayed.

By selecting a calendar name, you can decide whether the events contained in it are shown on the calendar. If you do not select a calendar, the events will not be shown.



Auto refresh calendars: Select this option, it will automatically update calendar data according to a specified schedule (every 10 mins by default).

Show a color-coded legend on top of the calendar: The app allows you to choose colors for each calendar source and add an optional legend at the top of the calendar. After selecting this option, all color-coded legends will be displayed at the top of the calendar.

Marketing Calendar Group Calendar Personal Calendar						
Today ↑ ↓ July 2023 Month 2/3						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	01
					9:00 AM Weekly su	
02	03	04	05	06	07	08
	2:30 PM Call with H	2:30 PM Product Laur			9:00 AM Weekly su	
09	10	11	12	13	14	15
	10:00 AM Sales Team		4:00 PM Product Derr	11:30 AM Anna's Coff	9:00 AM Weekly su	
16	17	18	19	20	21	22
			9:50 AM Remote with		9:00 AM Weekly su	
23	24	25	26	27	28	29
	Team Training				9:00 AM Weekly su	
		9:30 AM Weekly call				
30	31	01	02	03	04	05
					9:00 AM Weekly su	

Use default color: Represent the calendar resource using the default color, usually the default color is the same as the site's theme.

To set a customized color for the calendar resource, turn off the "Use Default Color", and specify a color you preferred for text and background.

Default Color Setting

Use default color

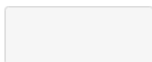
☐ Off

Specify a color on all calendars

Text color



Background color



Preview

License Message: This setting allows you to customize how the subscription license message appears at the top of the web part.

License Message

Hide



Default: With this setting, the subscription license message will appear at the top of the web part when the subscription is due to expire in 30 days.

Visible: This setting will always display the subscription license message.

Hide till Necessary: This setting hides the subscription license message until the subscription is due to expire in 3 days.

Hide: This setting will always hide the subscription license message, even if the subscription license is due.

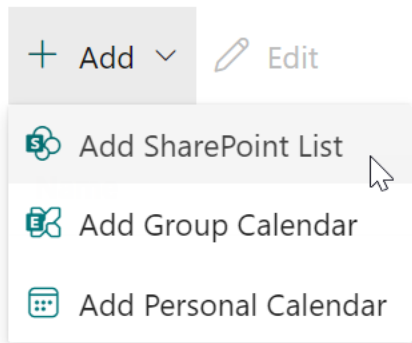
3.4 Add a SharePoint Calendar

- To add a SharePoint Calendar, click edit web part icon on the Calendar Rollup Web Part.



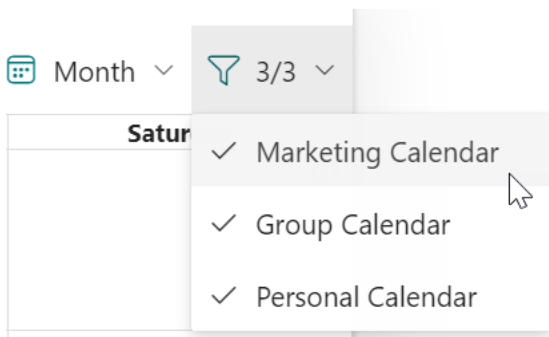
- On the right-side panel, click **Next** to go to the second page.
- Click on **Add**, then click **Add SharePoint List** from the drop-down list.

Calendars



- d. In the pop-up dialog, specify a name for the incoming calendar. This name will be shown on the Calendar Rollup Web Part as follows:

Name *



- e. Specify if end users can modify calendar events. Selecting this option means that end users cannot create, update or delete events on the Calendar Rollup Web Part.

Read Only

☐ No

- f. If you specify a color for the calendar source, the events of this calendar source will be displayed by the specified color. If you use the default color, the calendar will be displayed by the default color or the customized color you specified in Basic Settings section.

Use default color**Specify a color for this calendar**

Text color

Background color

Preview

- g. Next, select a SharePoint Calendar. Calendar Rollup App enables you to add a calendar cross site within in the same site collection.

Source Site**Source List****Source List View**

Source Site: Select the site to which the list or calendar belongs to.

Source List: Select a SharePoint list or calendar.

Source List View: Select one view; the items in that view will be added on the Web Part.

Select columns to map calendar event: Map the list or calendar columns to the indicated fields.

If you select a calendar list, the calendar columns will be automatically mapped.

If you select a task list, you need to select columns and map them to the title, start time or end time. You must select at least a start or end time.

If you only select a start or end time, it will only display the start or end time of events on the calendar.

Select columns to map calendar event

Title *

Title



Start Time *

Start Time



End Time *

End Time



All Day Event



- h. And then specify who can add, edit or delete event items on Calendar Rollup Web Part.

If you do not specify users, maintain the same permission settings with SharePoint.

Specify users who can add event

Specify users who can edit event

Specify users who can delete event

Specify users who can add event: only the specified users or SharePoint group members can add events.

Specify users who can edit event: only the specified users or SharePoint group members can edit events.

Specify users who can delete event: only the specified users or SharePoint group members can delete events.

- i. Click **OK** to save the settings.
- j. Then, the events of selected calendar will be showed on the web part as following.

Today ↑ ↓ July 2023							Month ▾
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
25	26	27	28	29	30 9:00 AM Weekly sum ↻	01	
02	03	04	05	06	07 9:00 AM Weekly sum ↻	08	
09	10 10:00 AM Sales Team M	11	12	13	14 9:00 AM Weekly sum ↻	15	
16	17	18	19	20	21 9:00 AM Weekly sum ↻	22	
23	24 Team Training	25	26	27	28 9:00 AM Weekly sum ↻	29	
30	31	01	02	03	04 9:00 AM Weekly sum ↻	05	

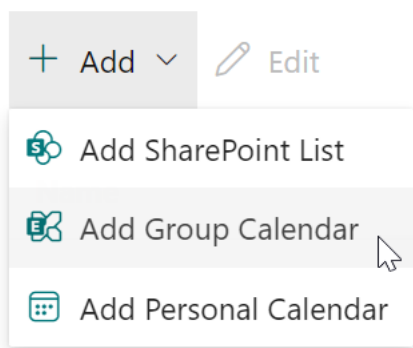
3.5 Add a Group Calendar

Calendar Rollup App enables you to aggregate events or meetings from shared group calendar. You can also schedule and manage the events.

You can add multiple shared group calendars on one Calendar Rollup web part.

- To add a Group Calendar, click Add and then click Add Group Calendar from the drop-down list.

Calendars



- In the pop-up dialog, specify a name for the incoming calendar. This name will be shown on the Calendar Rollup Web Part as follows:

Name *

Group Calendar

Month ▾ 3/3 ▾

Satur

- ✓ Marketing Calendar
- ✓ Group Calendar
- ✓ Personal Calendar

- c. Calendar Rollup App will list all available shared Group calendars, select a Group calendar from the drop-down list.

Team groups

Contso ▾

If you have numerous group calendars and they don't appear in the drop-down list, you can search for them by typing the name.

As you start typing, the app will display all group calendars that begin with the entered characters.

If the search results are too extensive, you might need to type the full name of the group calendar to locate it.

Group Calendar *

stp

- STP-Employee onboarding team
- STP-Event planning
- STP-IT help desk
- STP-Project management
- STP-Retail management team
- STP-Store collaboration

- d. Specify if end users can modify calendar events. Selecting this option means that end users cannot create, update or delete events on the Calendar Rollup Web Part.

Read Only

☐ No

- e. Specify a color to represent the calendar resource. This color will override the default color or the customized color you specified in Basic Settings section.

Use default color

☒

Specify a color for this calendar

Text color

Background color

Preview

- f. And then specify who can add, edit or delete event items on Calendar Rollup Web Part.

If you do not specify users, it will maintain the same permission settings with SharePoint.

Specify users who can add event

Specify users who can edit event

Specify users who can delete event

Specify users who can add event: only the specified users or SharePoint group members can add events.

Specify users who can edit event: only the specified users or SharePoint group members can edit events.

Specify users who can delete event: only the specified users or SharePoint group members can delete events.

- g. Click **OK** to save the settings.
- h. Then, the events of selected Group calendar will be showed on the web part as following.

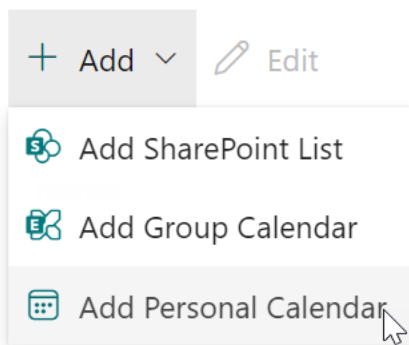
Today ↑ ↓ July 2023							Month ▾
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
25	26	27	28	29	30 9:00 AM Weekly summary ↻	01	
02	03	04 10:30 PM Product Launch	05	06	07 9:00 AM Weekly summary ↻	08	
09	10 10:00 AM Sales Team Meetin	11	12	13 12:30 AM Anna's Coffee time	14 9:00 AM Weekly summary ↻	15	
16	17	18	19	20	21 9:00 AM Weekly summary ↻	22	
23	24 Team Training	25 6:30 PM Weekly call with tea	26	27	28 9:00 AM Weekly summary ↻	29	
30	31	01	02	03 9:00 AM Weekly summary ↻	04	05	

3.6 Add a Personal Calendar

You can only add personal calendar on the web part once. Calendar Rollup App will display events of personal calendar as per login user. For example, if the current login user is Danies, then all events of Danies' personal calendar will be displayed on the web part.

- To add a personal Calendar, click Add, and then click Add Personal Calendar from the drop-down list.

Calendars



- In the pop-up dialog, specify a name for the incoming calendar. This name will be shown on the Calendar Rollup Web Part as follows:

Name *

Personal Calendar

Month 3/3

Satur

- ✓ Marketing Calendar
- ✓ Group Calendar
- ✓ Personal Calendar

- c. Specify if end users can modify calendar events. Selecting this option means that end users cannot create, update or delete events on the Calendar Rollup Web Part.

Readonly

☐ No

- d. Specify a color to represent the calendar resource. This color will override the default color or the customized color you specified in Basic Settings section.

Use default color

☐

Specify a color for this calendar

Text color

Background color

Preview

- e. Click **OK** to save the settings.
- f. Then, the events of personal calendar will be displayed on the web part as following. The events will be different as per login user. For example, if the login user is Adele, the web part will display events of Adele's calendar.

Today ↑ ↓ July 2023							Month ▾	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
25	26	27	28	29	30	01	9:00 AM Weekly summary ↻	
02	03	04	05	06	07	08	9:00 AM Weekly summary ↻	
	10:30 PM Call with Henry ↻	10:30 PM Product Launch						
09	10	11	12	13	14	15	9:00 AM Weekly summary ↻	
	10:00 AM Sales Team Meetin		4:00 PM Product Demo	12:30 AM Anna's Coffee time				
16	17	18	19	20	21	22	9:00 AM Weekly summary ↻	
23	24	25	26	27	28	29	9:00 AM Weekly summary ↻	
	Team Training	6:30 PM Weekly call with tea						
30	31	01	02	03	04	05	9:00 AM Weekly summary ↻	

When you create a meeting on a group calendar, it appears to be organized by the group. You're automatically added as an attendee, and the event is added to your personal calendar at the same time.

3.7 Add/Edit/Delete Event

Users can create, edit and delete event in Month, Week, Day and Agenda view.

To add, edit or delete an event, you need to have permissions on the source calendar. Ensure that the calendar is not set as read only.

Add an event

- Navigate to the Calendar Rollup web part.
- Double click on a date.
- An add an event dialog appears, select a Calendar Source, add details based on your needs like the title, Start and End time and a description and All-day event.

The screenshot shows a dialog box for creating a calendar event. At the top, there is a teal header bar. Below it, the form includes a dropdown menu for 'Marketing Calendar' with a red asterisk, a text input for 'Promotion review' with a red asterisk, and an 'All day' toggle switch currently set to 'No'. Below these are two rows of date and time selection. The first row shows 'Wed Jul 05 2023' with a calendar icon, '10 AM' with a dropdown, and '00' with a dropdown. The second row shows 'Wed Jul 05 2023' with a calendar icon, '11 AM' with a dropdown, and '30' with a dropdown. Below the time selection is a large text area for the event description, preceded by a menu icon (three horizontal lines). At the bottom left, there is a 'Repeat:' label with a circular arrow icon and a dropdown menu set to 'Never'. At the bottom, there are two buttons: 'Save' (teal) and 'Discard' (white with a teal border).

Marketing Calendar *

Promotion review * All day ☐ No

Wed Jul 05 2023 10 AM 00

Wed Jul 05 2023 11 AM 30

Repeat: Never

Save Discard

The columns displayed in dialog may vary depending on the calendar source.

If shared group and personal calendar is selected, an attendee column will be displayed.

In attendee column, you can only type the user's name. SharePoint group is not supported currently.

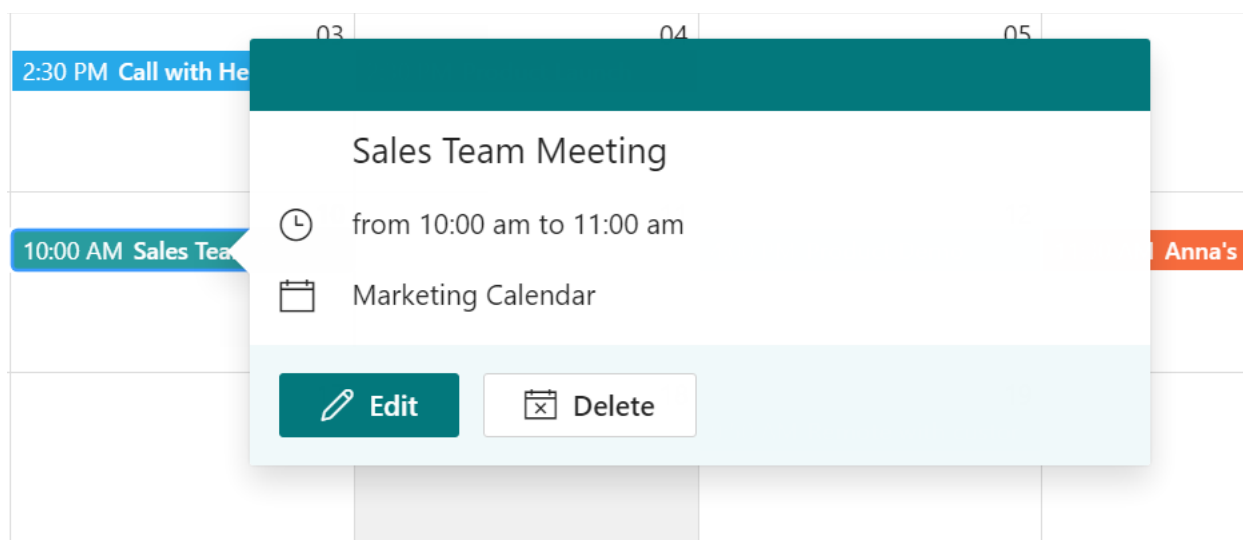
The screenshot shows a form for adding a new event. At the top, there is a teal header bar. Below it, the form contains the following fields and controls:

- A dropdown menu labeled "Group Calendar" with a red asterisk indicating it is required.
- A text input field containing "Team meeting", followed by an "All day" toggle switch (currently off) and the text "No".
- A date and time selection section with two rows:
 - Row 1: A clock icon, a date field "Wed Jul 05 2023" with a calendar icon, a time field "10 AM" with a dropdown arrow, and a minute field "00" with a dropdown arrow.
 - Row 2: A date field "Wed Jul 05 2023" with a calendar icon, a time field "11 AM" with a dropdown arrow, and a minute field "30" with a dropdown arrow.
- A field with a plus icon and a list of participants, currently empty.
- A field with a list icon and a description area, currently empty.
- A "Repeat:" section with a circular arrow icon and a dropdown menu set to "Never".
- At the bottom, there are two buttons: "Save" (teal) and "Discard" (light blue).

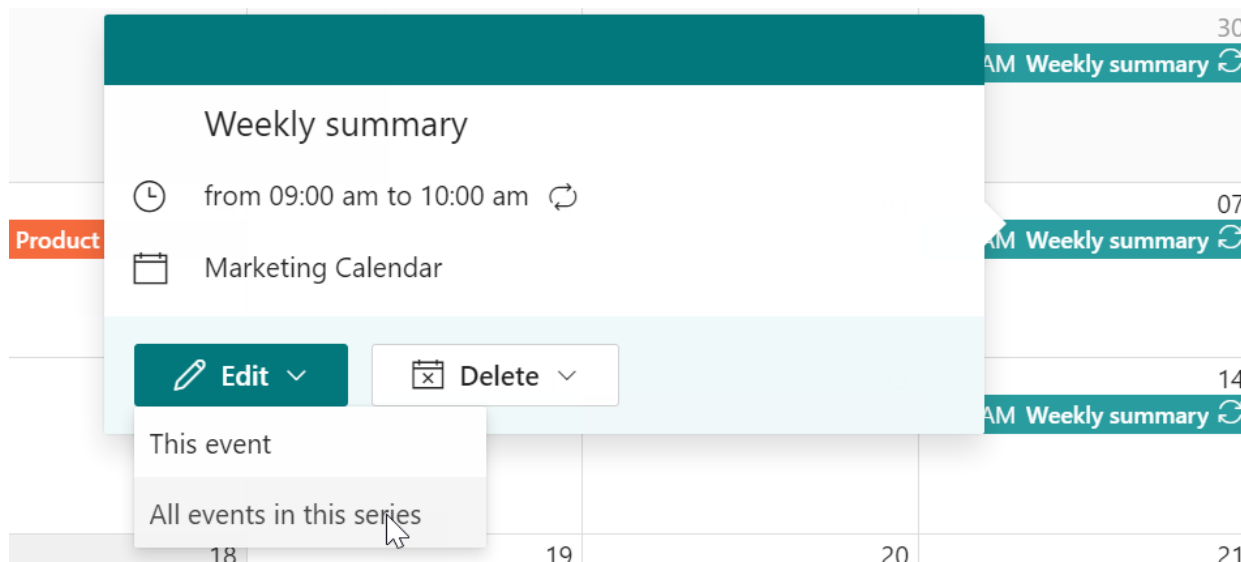
d. After entering the details for this new event, click **Save**.

Edit an event

- Navigate to the Calendar Rollup web part.
- Select one event and click **Edit Event** in the tooltip.



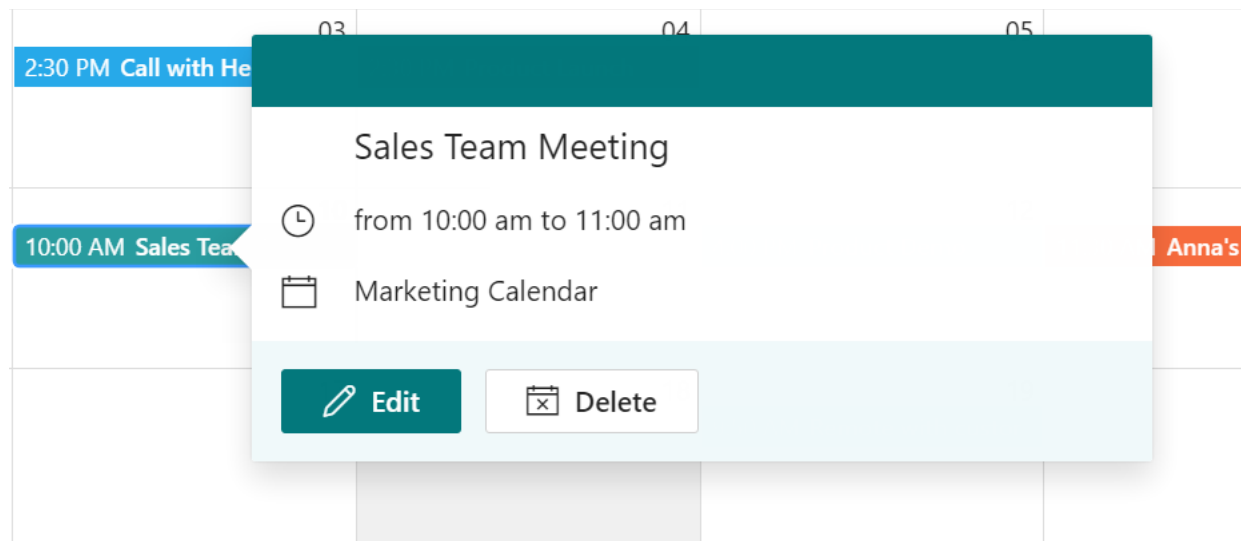
If the event is a series, you can choose whether to edit all events in this series.



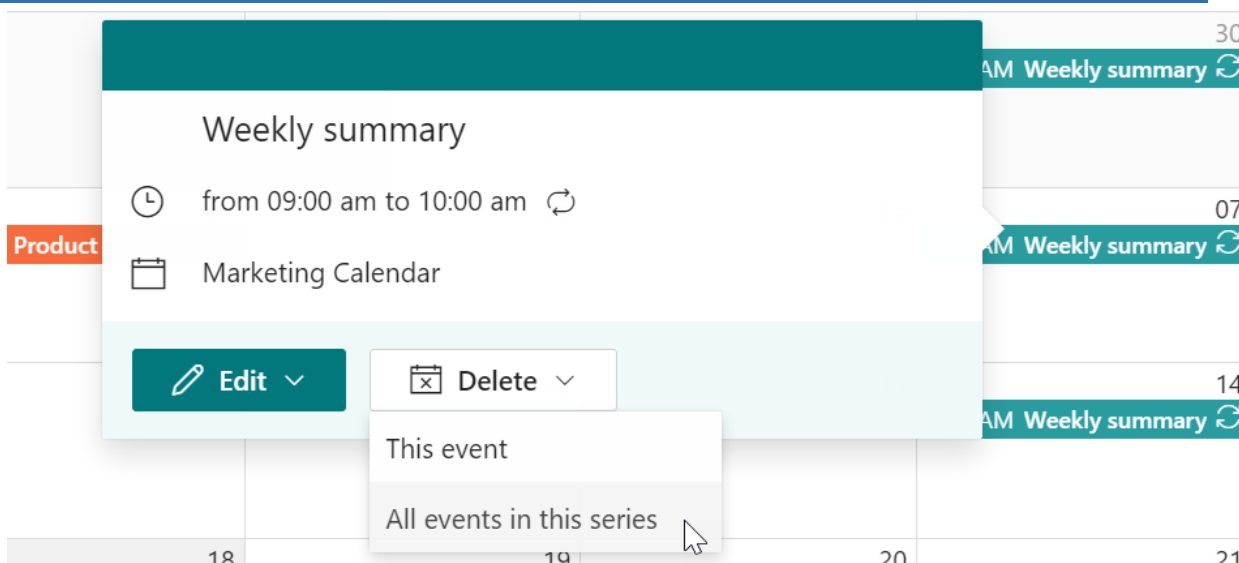
- c. Edit details for this event and click **Save**.

Delete an event

- a. Navigate to the Calendar Rollup web part.
- b. Select one event and click **Delete** in the dialog.



If the event is a series, you can choose whether to delete all events in this series.



Please note that the event or all events in this series will be deleted from calendar source.

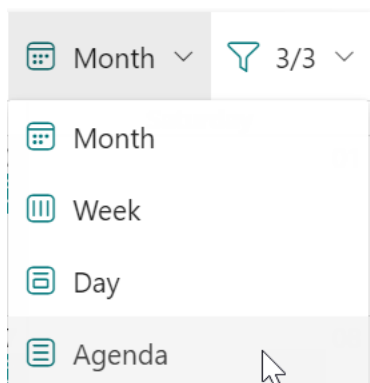
- c. A warning message dialog will appear. Click **OK** to confirm.

3.8 Agenda View

The Agenda view displays a list of upcoming events in the most recent 30 days, all events are grouped by day.

You can see the date and time of the event, along with a title.

To display the Agenda view, click the Agenda button on the top of the Web Part. In Agenda view, it displays date, time of event, along with a title.



Today July 18 - August 17, 2023			Agenda ▾ 3/3 ▾		
Date	Time	Event			
Wed Jul 19	9:50 am - 10:20 am	Remote with customer			
Fri Jul 21	9:00 am - 10:00 am	Weekly summary ↻			
Mon Jul 24	all day »	Team Training			
Tue Jul 25	« all day »	Team Training			
	9:30 am - 10:00 am	Weekly call with team			
Wed Jul 26	« all day	Team Training			
Fri Jul 28	9:00 am - 10:00 am	Weekly summary ↻			
Fri Aug 04	9:00 am - 10:00 am	Weekly summary ↻			
Fri Aug 11	9:00 am - 10:00 am	Weekly summary ↻			

In Agenda view, click on an event title, then you can update or delete the event as follows.

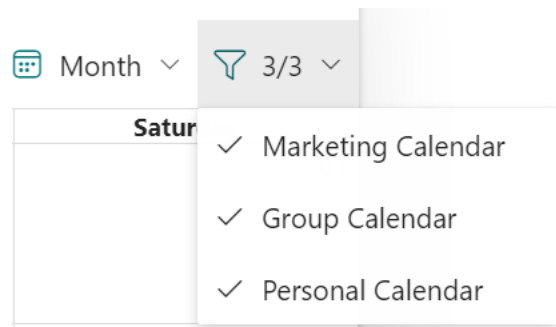
Today July 19 - August 18, 2023					
Date	Time	Event			
Wed Jul 19	9:50 am - 10:20 am	Remote with customer			
Fri Jul 21	9:00 am - 10:00 am	Weekly summary ↻			
Mon Jul 24	all day »	Team Training			
Tue Jul 25	« all day »	Team Training			
	9:30 am - 10:00 am	Weekly call with team			
Wed Jul 26	« all day	Team Training			
Fri Jul 28	9:00 am - 10:00 am	Weekly summary ↻			
Wed Aug 02	10:30 am - 11:30 am	Milestone			
Fri Aug 04	9:00 am - 10:00 am	Weekly summary ↻			
Fri Aug 11	9:00 am - 10:00 am	Weekly summary ↻			

3.9 Select Calendar Source

Once a calendar is added to the Web Part, you can find it in the calendar selector as follows:

By selecting a calendar source, you can decide if the calendar events are shown on the Web Part.

A disabled calendar is not allowed to be selected in the calendar selector.



Appendix 1: Subscription Management

You can use the Calendar Rollup App trial subscription for a period of 30 days since the day you first use it.

If the trial subscription period ends, you will need to purchase a subscription.

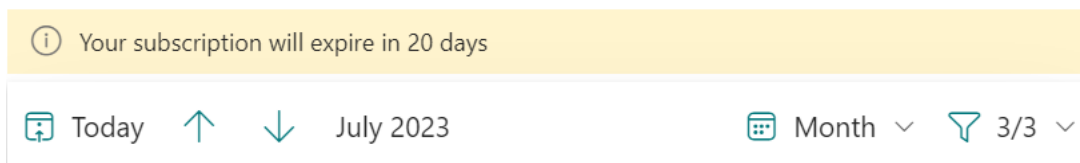
The subscription for the Calendar Rollup App is per site (previously called "site collection") or tenant, and it is billed annually.

For a site collection subscription, there are no end-user limitations. All users in site collection can access the app.

For a tenant subscription, there are no limitations on sites or site collections. All users can access the app in all sites or site collections within the same tenant.

Checking Subscription Status

- a. After add a **Calendar Rollup Web part**, the subscription status will be shown on the top of the web part. If the subscription is about to expire within 30 days, the notification message will display the remaining days.



- b. To update the subscription status, click on the notification message, and the License Information dialog will show up.

License Information

Your subscription will expire in 20 days

Tenant ID:	ae586225-a936-4e32-b424-6a57e257cf0c
Site ID:	{6ac53356-aa8c-4bc4-acd3-1d4163e15ac0}
Site Url:	https://bsmark.sharepoint.com/sites/TutorialWeb...
Product:	Calendar Rollup 1.0.6.713 
License Type:	Trial
Expiration Date:	8/8/2023 

Click the refresh icon next to the expiration date, the new status will be loaded.

- c. Once the subscription status changes to "Your subscription has expired on mm/dd/yyyy", it means that your subscription has expired.

 Your subscription has expired on 7/4/2023.

 Today   July 2023  Month   3/3 

- d. Please send us (sales@boostsolutions.com) the Site URL/Site ID/Tenant ID to proceed a subscription or renewal.
- e. If you purchase a site (site collection) subscription, the license status will be as follows.
- The license type is Site.

License Information

Your subscription will expire in 378 days

Tenant ID: ae586225-a936-4e32-b424-6a57e257cf0c

Site ID: {6ac53356-aa8c-4bc4-acd3-1d4163e15ac0}

Site Url: https://bsmark.sharepoint.com/sites/TutorialWeb...

Product: Calendar Rollup 1.0.6.713 

License Type: Site

Expiration Date: 7/31/2024 

- f. If you purchase a tenant subscription, the license status will be as this.

The license type is Tenant.

License Information

Your subscription will expire in 378 days

Tenant ID: ae586225-a936-4e32-b424-6a57e257cf0c

Site ID: {6ac53356-aa8c-4bc4-acd3-1d4163e15ac0}

Site Url: https://bsmark.sharepoint.com/sites/TutorialWeb...

Product: Calendar Rollup 1.0.6.713 

License Type: Tenant

Expiration Date: 7/31/2024 