Overlay Multiple Calendars onto the Master Calendar

- Select which calendar to overlay (for example Selected Cycle Day Calendar)

- Click Calendar Tab
- Click List Settings

- Copy the Web Address

Web Address: https://omahaps.sharepoint.com/sites/TrainingTemplate/Calendars/Lists/Cycle Day/calendar.aspx
Description: Cycle Day
- Click on the Home Page
- Click the bar behind the Title of the School/Master Calendar

- Click the Calendar Tab
- Click Calendars Overlay

- Click New Calendar
• Type in the Calendar Name
• Add Description
• Select Color (only nine colors available)
• Paste URL copied
• Click Resolve
• From List Select correct Calendar
• Click OK

Repeat these steps for each calendar that needs to be layered and repeat on each page that calendar appears. Overlaying a calendar needs to be completed for each calendar page, it does not automatically overlay on another calendar unless it is set-up that way on the page.