

# Calendar Overlay App in Teams

We are thrilled to introduce the CloudWell Calendar Overlay app, a handy tool that will simplify the way we manage our conference room calendars. This app seamlessly integrates with Teams to provide you with a consolidated and easy-to-navigate view of our conference rooms.

## Key Features:

- » **Unified View:** Combines multiple calendars into a single, unified view.
- » **Color-Coding:** Customized calendar with color-coded labels for easy identification.
- » **Real Time Updates:** The app syncs in real time, ensuring that you're always up to date with the latest changes and appointments.

To access the Calendar Overlay app, navigate to the “General” channel of your department Team (i.e., **Information Technology > General**) and select the “**Conference Rooms**” tab at the top of the window as shown below. Click on the desired conference room names (e.g., Boardroom) to select or deselect the calendar’s view.

If you have any questions, feel free to contact the Help Desk.

Click on a calendar’s tab to add or remove it from view.

Select a view to work with (i.e. Month, Week, Day).

The screenshot shows the Microsoft Teams interface with the Calendar Overlay app. The 'General' channel is selected, and the 'Conference Rooms' tab is active. A row of calendar tabs is visible, including Conference Center A, Conference Center B, Maryland, Virginia, Zei Alley, Boardroom, Brussels, Executive, and Franklin Park. A dropdown menu on the right allows selecting a view: Month, Week, Week grid, Day, Day grid, List, or Continuous. The main calendar area shows a grid of meetings for the week of June 17-21, 2024.