

# Team Calendars

This page provides brief instructions for using Team Calendars.

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Also refer to the following Atlassian help page:

<https://confluence.atlassian.com/teamcal> 



### Key point for accessibility

The Team Calendars macro generates an image that is not visible and has no alt text. This macro is used on the NCI Wiki, but its use is limited to essential calendars. For an example, refer to [CBIIT Speaker Series Page](#).

## Accessing Calendar events for a wiki space

You can view the calendars for a wiki space.

1. Log in to the wiki.
2. Navigate to the wiki space in which you want to view calendars.
3. Click the second icon to the right of the wiki space name.
4. Click the **Calendars** link. The Calendars page for that wiki space appears.

## Accessing your calendar events

You can view all calendars to which you have access.

1. Log in to the wiki.
2. Click the icon to the left of the Search NCI Wiki box.
3. Click the **Calendars** link. The My Calendars page appears.

## About adding a Team Calendar on a wiki page

This macro allows adding a calendar with the same name as an existing calendar. This includes calendars on wiki pages, other calendars in the database, calendars that have been removed, calendars on pages that have been removed or purged, and calendars in wiki spaces that have been removed. For this reason, when entering a name for a calendar, enter a name that is likely to be unique.

## About setting restrictions on a calendar

Avoid restrictions for calendars created with the previous Confluence calendar macro, rather than the Team Calendars macro.