

# Outlook 365 Calendar Sync

Version 5

Published 5/10/2018 06:52 PM by [Grace Kamau](#) Last updated 8/10/2019 08:13 PM by [Grace Kamau](#)

---

CommuniFire supports a bidirectional sync between [My Calendar](#) and Outlook 365. When you setup Outlook calendar sync on your intranet, people will be able to connect their Outlook account to My Calendar.

Outlook calendar sync has the following features:

- Your Outlook events and events you are invited to appear in [My Calendar](#)
- Your personal CommuniFire events and events you are invited to appear in your Outlook calendar
- Event changes and RSVP updates made in either calendar will reflect in the other calendar
- The two calendars automatically sync

## Sync Time

Sync between the two calendars is instantaneous or completed within a few minutes. To see updates in CommuniFire, you must refresh your personal calendar.

## Notifications

Users receive notifications in CommuniFire when the following actions are done in CommuniFire:

- Event invitation sent
- Event updated
- Event time changed
- Someone RSVP's to your event
- Event cancelled
- Event commented on
- Event reminders

Any actions completed in Outlook will not generate notifications in CommuniFire.

## Outlook Calendar Sync Setup

Click the links below to learn how to setup Outlook calendar sync.

[Outlook Sync Administrator Setup](#)

[Outlook Sync User Setup](#)

Note: Outlook calendar sync is only for [My Calendar](#) . Each user must individually set up Outlook calendar sync.

tags : member, site-administrator