

# Outlook 365 Calendar Sync

Version 5

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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.

My Account > Calendar

Calendar

« August 2019 »

Su Mo Tu We Th Fr Sa

28 29 30 31 1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

1 2 3 4 5 6 7

Time zone  
Pacific Daylight Time

My Calendars

● Alexis Fox

Accounts

Outlook  
alexis@axerosolutionsllc.onmicrosoft.com

● United States holidays

● Birthdays

August 2019

Day Week Month List

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29 8a TPS Meeting 10a Develop weel 4p Employee Per	30 8a All Hands Mee 10a Marketing/Ad	31 9a Management I	1 Payroll Payout	2 4p Employee Per	3
4	5 8a TPS Meeting 4p Employee Per	6 10a Marketing/Ad	7 New Hire Intervie 9a Management I	8 Payroll Payout	9 4p Employee Per	10
11	12 8a TPS Meeting 4p Employee Per	13 8a All Hands Mee 10a Marketing/Ad	14 9a Management I	15 Payroll Payout	16 4p Employee Per	17
18	19	20	21	22	23	24

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

