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# **Outlook Calendar**

In this article:

Outlook Calendar integration allows you to import your calendar events as time entries directly into your Timesheet.

### Overview

The events from your Outlook calendar will be imported as time entries to your timesheet. The name of the event will be visible in the note. Additionally, a project titled "Outlook Calendar Events" will be created in TimeCamp so it will help to generate a report based on events' time.

We provide an option to **select which calendar from your Outlook account should or should not be imported to TimeCamp**. You can select your private calendar, business calendar, holidays, etc. Also, you can define how many days from the past and how many days from the future should be imported.

The recommended **Days before** and **Days after** values are 7 days but you may extend it up to 30 days. We do not recommend longer periods as it may cause synchronization delays.

If you create a new event in Outlook Calendar or modify the existing one **it will be automatically imported and updated in TimeCamp within 1 hour**. To immediately synchronize the integration and update newly added items use the "Force synchronization" option on TimeCamp web Timesheet. Synch will be executed within a few seconds. Force synchronization option is located at the top of your Timesheet as rotating arrows icon.

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| Timesheet |   |                                       |                     | 2+ × ? (?) |
|-----------|---|---------------------------------------|---------------------|------------|
|           | C Day   | Week Calendar                         | V Bulk edit         |            |
|           | Select task and project   | note Add manuall                      | y START TIMER 🕨     |            |
|           | 100 200 300 400 500 600 700 800 800 1000 1100 1200 1300 1400 1500 | 16:00 17:00 18:00 19:00 20:00 21:00 2 |                     |            |
|           | Day type: Working day   |                                       |                     |            |
|           |   |                                       |                     |            |
|           |   |                                       |                     |            |
|           | No recent time entries  |                                       |                     |            |
|           | Seems like you haven't tracked any time                           | yet                                   |                     |            |
|           | +   |                                       | Submit for approval |            |
|           | Show more days  |                                       |                     |            |

If you delete an event from your Calendar it will be automatically removed from your TimeCamp account after the synchronization.

If you delete a time entry on Timesheet that was created from an imported calendar event, it is not possible to restore such entry.

We also prepared a scenario **to automize the process of assigning meetings to specific projects**. Simply use the meeting/event name as a keyword in the project. This way, once we import this particular event it will be automatically assigned to the project. You can find out how to assign keywords here.





## **Enable integration**

Step 1

To enable the Outlook Calendar integration, please navigate to the plugin icon and select the **Integrations** option. Next, find the **Outlook Calendar** integration on the list and click the **Enable** button.





#### Step 2

Next click on the green **Enable** button to connect your calendar.

| Integrations   | 2+ & ? |
|--|--------|
| Outlook Calendar Integration   |        |
| Use any Outlook Calendar to synchronize your events as part of the timesheet every day.  |        |
| Save time and make your timesheets more automatic     tents will be imported twice a day for previous days     Use keywords to automatically assign tasks for calendar events     once imported thay are shown as time entries so you can easily assign them to specific projects and tasks in your timesheet     For more information on how to enable the integration please visit our Help Center |        |
| Tasks synchronization is done automatically every hour.<br>You can force synchronization in timesheet anytime you want   |        |
| Enoldo   |        |

#### Step 3

You will be redirected to a new window in order to **choose the Outlook calendar** you'd like to synchronize with TimeCamp, or log in if you are not logged into any account. After that, press the **Accept** button to grant the access.



#### Step 4

After the integration is enabled you can **select a calendar** or a few calendars that are connected to your Outlook account and choose the number of days from the past and to the future that you'd like to import to your timesheet on an ongoing basis.

In addition, you can **import all your private and out-of-office events**. Just mark the checkboxes next to selected calendars.

Optionally, you can select a **custom timezone** for each calendar you integrated. Calendar events will be imported to your Timesheet and will be presented according to the timezone you set up. If no timezone is defined in settings, it will be automatically adjusted to the original timezone of events.

Next, **Save** the changes and your integration is ready.

The events from your calendar will be shown on your timesheet at the time you have selected in your calendar. The name of the event will be visible in the note.



### Managing Calendars of other users

Only the Administrator of the account has access to the calendars of other users.

Outlook Calendar appears in two sections in the Integrations tab: **Personal integrations and Active integrations**.

| Integrations   |  |  |  | <u>۲</u> ۲ <u>۵</u> ۲ <u>۵</u>  |
|--|--|--|--|---|
|  |  |  | Search   | ٩   |
| Personal Integrations  |  | NEA  |  |   |
| Calendar   | 31 Google Calendar   | Outlook Calendar   |  |   |
| Use any iCal calendar (e.g. Microsoft Outlook,<br>Apple Calendar, HCL Domino, etc.) to synchronize<br>your events as part of the timesheet every day | Synchronize your Google Calendar entries as tin<br>entries visible on your timesheet | Synchronize your Outlook Calendar entries as<br>time entries visible on your timesheet |  |   |
| Enable   | Settings   | Settings   |  |   |
|  |  |  | -  |   |
| Active Integrations  |  | NEW  |  |   |
| 🔒 asana  | 31 Google Calendar   | Outlook Calendar   |  | <b>Trello</b>   |
| Increase team productivity measuring how much<br>time they spend on singular activities from Asana<br>thanks to TimeCamp integration                 | Manage Google Calendar integrations  | Manage Outlook Calendar integrations   | Measure the time-consumption of each task and<br>invoice your customers accurately thanks to Easy<br>Redmine integration | Organize your projects and ideas into online<br>boards with Trello and track time thanks to<br>TimeCamp integration |
| Settings   | Settings   | Settings   | Settings   | Settings  |
|  |  |  |  |   |

Settings for Outlook Calendar as a personal integration will redirect to the view of your own connected calendar.

**Settings for Outlook Calendar as an account active integration** will allow you to view and remove the calendars of other users. Here the Account Administrator can simply select a user from the list, check what calendar is connected, and delete it. After applying any changes, please click on the Save button.

| Integrations   |   | 2+ Ø 0 风 |
|--|---|----------|
| Outlook Calendar Integration   |   | _        |
| Use any Outlook Calendar calendar to synchronize y   | your events as part of the timesheet every day.   |          |
| <ul> <li>Save time and make your timesheets more auto</li> <li>Events will be imported twice a day for previous a</li> <li>Use keywords to automatically assign tasks for a</li> <li>Once imported they are shown as time entries a</li> </ul> | omatic<br>days<br>colendar events<br>so you can easily assign them to specific projects and tasks in your timesheet |          |
| Tasks synchronization is done automatically every he<br>You can force synchronization in timesheet anytime   | hour.<br>e you want   |          |
| <ul> <li>Disallow users to add personal integration</li> <li>Edited user:</li> </ul>   |   |          |
| Emily Admin  |   |          |
| Calendare  |   |          |
| Admin  | Use custom timezone Days before 7 Days after 7 Private events Dut of office events Delete                           |          |
| Calendar   | Use custom timezone Days before 7 Days after 7 Private events Dut of office events Delete                           |          |
| Save Unlink all integrations<br>Tasks synchronization is done automatically<br>You can force synchronization in timesheet o  | y every hour.<br>anytime you want   |          |
| Edited user:   |   |          |
| Emily Admin  |   |          |
| þearch   | Q   |          |
| People   | Days after 7 Private events 🗹 Out of office events 🗌 Delete   |          |
| > HR & Payroll<br>> Marketing  | Days after 7 Private events Out of office events Delete   |          |
| Emily Admin - YOU  | , Days after 7 Private events 🗹 Out of office events 🗹 Delete   |          |
| n Iris   | _   |          |
|  |   |          |
|  |   |          |
|  |   |          |
|  |   |          |

Optionally the Account Administrator can disable the ability to add calendars by other users. This setting will block the option of creating personal Outlook Calendar integrations.

| Tasks synchronization is done automatically every h<br>You can force synchronization in timesheet anytime | our.<br>you want |    |            |    |   |        |
|---|------------------|----|------------|----|---|--------|
| Disallow users to add personal integration  |                  |    |            |    |   |        |
| Edited user:  |                  |    |            |    |   |        |
| Emily Admin   |                  |    |            |    |   |        |
|   |                  |    |            |    |   |        |
| Calendars   |                  |    |            |    |   |        |
| 10 M 10 M   | Days before      | 30 | Days after | 10 | Private events 🗌 Out of office events 🗌 | Delete |
| http://school.fluenthe.com/student/icalendar/h  | Dave before      | 30 | Dave after | 10 |   | Delete |
| http://school.identbe.com/stadent/icalendar/b   | Duys before      | 50 | Duys alter | 10 |   | Delete |
| Save Unlink all integrations  |                  |    |            |    |   |        |

## **Disable integration**

Step 1

If for some reason you would like to re-enable or unlink the integration please navigate to the plugin icon and select the **Integrations** option. Next, find the **Outlook Calendar** integration on the list of personal integrations and click on its **Settings**.



#### Step 2

Next, to unlink the integration simply click on the Unlink integration button.

| Integrations  |   |                            |                  |                |                      |
|---|---|----------------------------|------------------|----------------|----------------------|
| Outlook Calendar Integration  |   |                            |                  |                |                      |
| Use any Outlook Calendar calendar to synchro  | onize your events as part of the timesheet e  | every day.                 |                  |                |                      |
| <ul> <li>Save time and make your timesheets mon</li> <li>Events will be imported twice a day for previous</li> <li>Use keyworks to automatically assign tasks</li> <li>Once imported they are shown as time ent</li> <li>For more information on how to enable the</li> <li>Tasks synchronization is done automatically a</li> <li>You can force synchronization in timesheet an</li> </ul> | e automatic<br>vious days<br>for colendar events<br>fries so you can easily assign them to spec<br>integration please visit our Help Center<br>very hour.<br>Stime you want | ific projects and tasks in | n your timesheet |                |                      |
| Calendars name  | Use custom timezone   | Days before                | Days after       | Private events | Out of office events |
| ⊻ Admin   |   | 7                          | 7                |                |                      |
| ✓ Calendar  |   | 7                          | 7                |                |                      |
| Sove Unlink integration   | -   |                            |                  |                |                      |

To re-enable the integration first, unlink it, and next click on the **Enable integration** button and repeat all the steps of setting the integration. The list of your calendar events imported to TimeCamp will be updated immediately.