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Outlook Calendar

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[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.

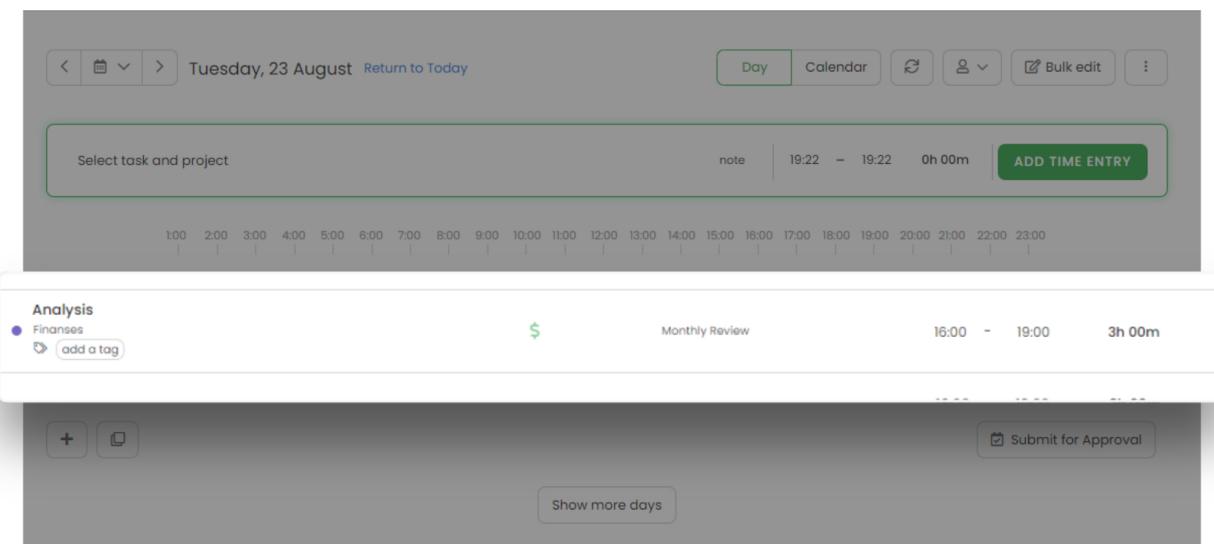
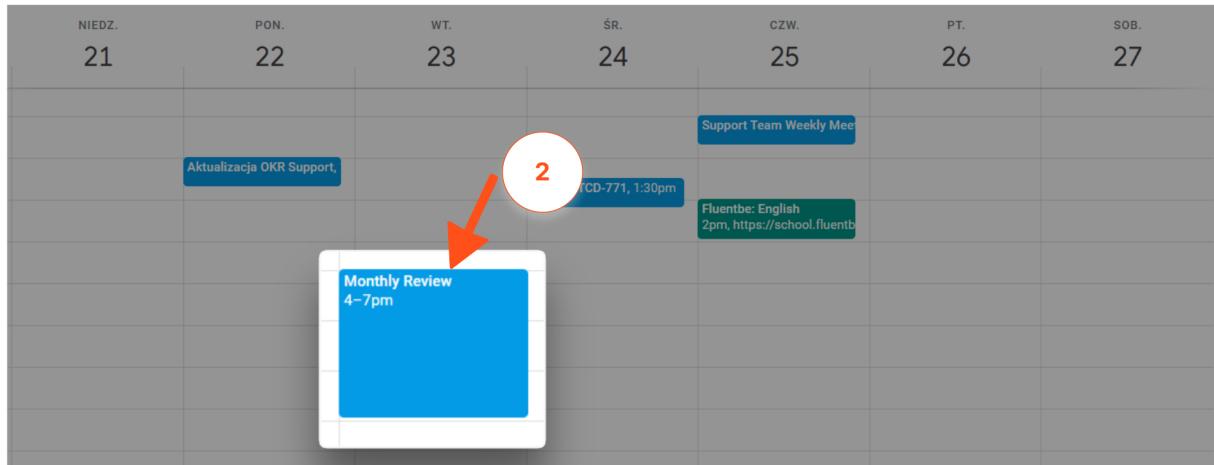
The recommended **Days before** and **Days after** values are 7 days but you may extend it up to 30 days. We do not recommend longer periods as it may cause synchronization delays.

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.

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 automate 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, select the **Integrations** option in the left panel. Next, find the **Outlook Calendar** integration on the list and click the **Enable** button.

The screenshot shows the 'Integrations' page in the TimeCamp application. On the left, a sidebar lists various integration categories: Track, Timesheet, Expenses, Reports, Time, Finance, Computer Activities, Custom, Manage, Projects, Tags, Data export, Geofencing, Billing Rates, Integrations (which is highlighted with a red arrow), and Marketplace. The main content area is titled 'Personal Integrations' and contains a card for 'Outlook Calendar'. The card includes a description: 'Synchronize your Outlook Calendar entries as time entries visible on your timesheet', an 'Enable' button, and a 'Settings' link. Below this, there are cards for 'Calendar', 'Google Calendar', 'asana', 'easyREDMINE', and 'Trello', each with their own descriptions and 'Settings' links. A section titled 'Active Integrations' is also visible.

This screenshot shows a larger view of the 'Outlook Calendar' integration card from the previous image. The card is centered and has a 'NEW' badge at the top right. It contains the same information: 'Synchronize your Outlook Calendar entries as time entries visible on your timesheet', an 'Enable' button (which is highlighted with an orange arrow), and a 'Settings' link. The background of the page is dimmed, and the 'Integrations' sidebar is visible on the left.

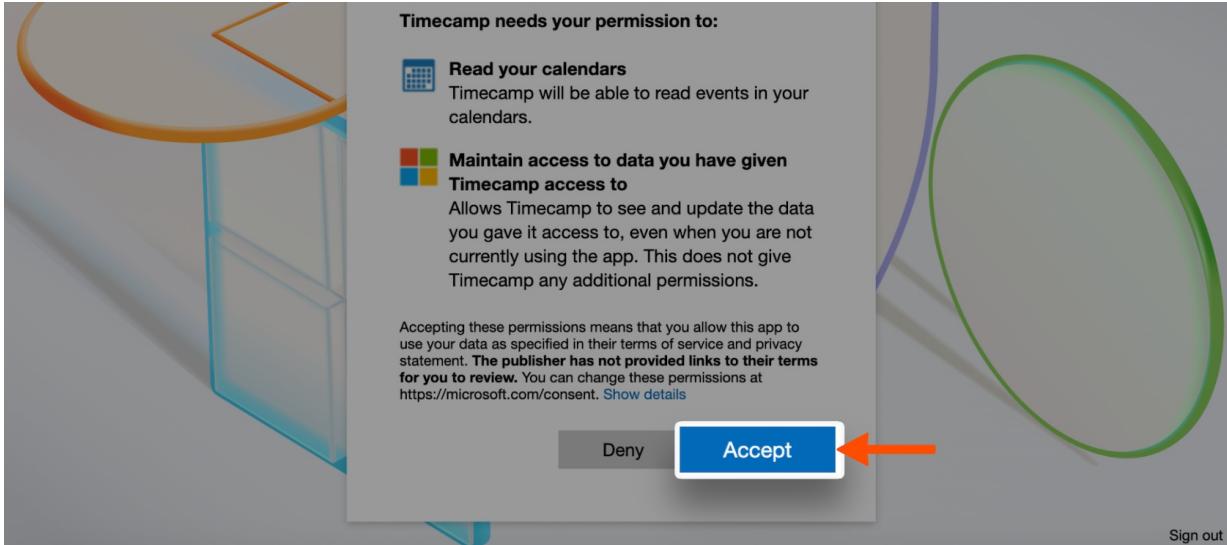
Step 2

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

The screenshot shows the 'Outlook Calendar Integration' configuration page. At the top, there's a header with user icons and a 'Search' bar. Below the header, the title 'Outlook Calendar Integration' is displayed. The page contains a description: 'Use any Outlook Calendar calendar to synchronize your events as part of the timesheet every day.' Under this, there's a list of checked options: 'Save time and make your timesheets more automatic', 'Events will be imported twice a day for previous days', 'Use keywords to automatically assign tasks for calendar events', 'Once imported they are shown as time entries so you can easily assign them to specific projects and tasks in your timesheet', and 'For more information on how to enable the integration please visit our [Help Center](#)'. At the bottom, a note says: 'Tasks synchronization is done automatically every hour. You can force synchronization in timesheet anytime you want.' The bottom right corner features a large green 'Enable' button, which is highlighted with an orange arrow.

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

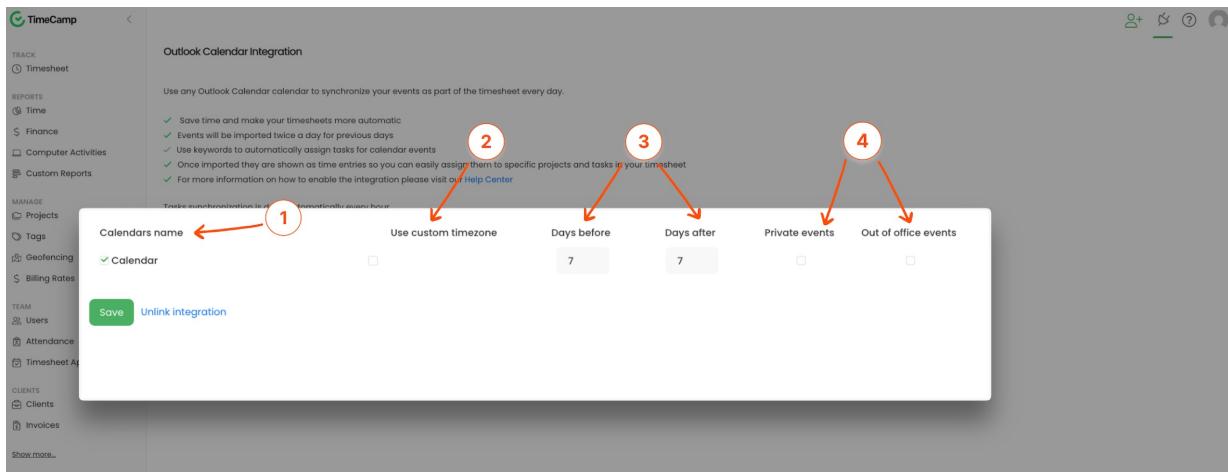
After the integration is enabled you can **select a calendar** or a few calendars that are connected to your Outlook account and choose the number of days from the past and to the future that you'd like to import to your timesheet on an ongoing basis.

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.

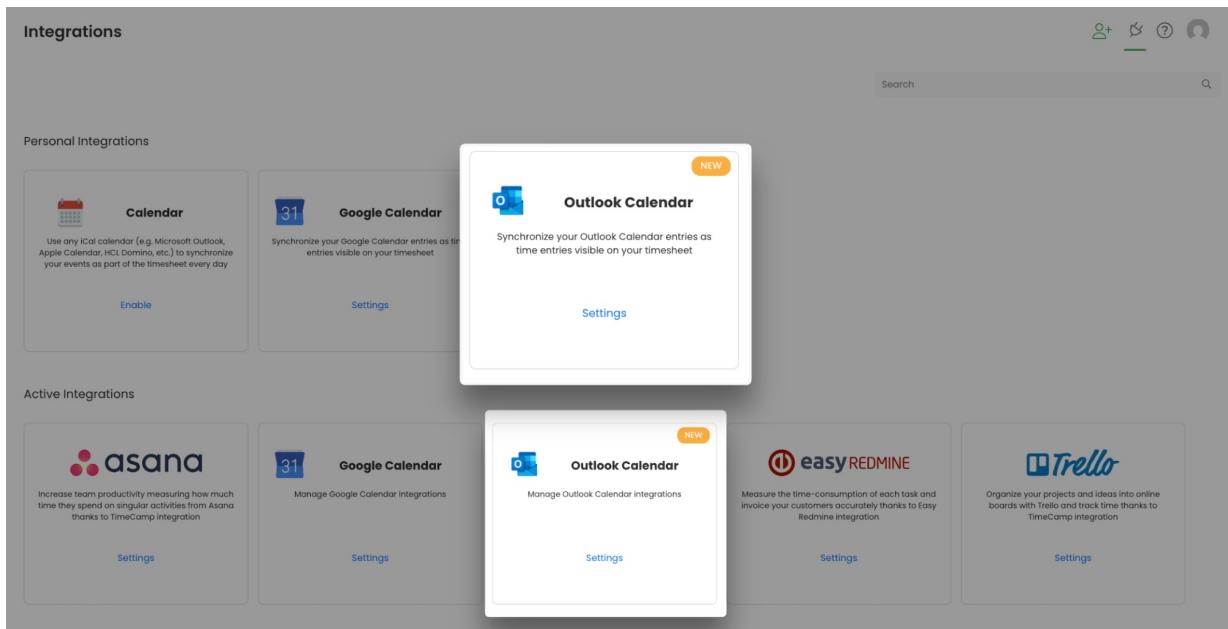
The events from your calendar will be shown on your timesheet at the time you have selected in your calendar. The name of the event will be visible in the note.



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**.



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



Outlook Calendar Integration

Use any Outlook Calendar calendar to synchronize your events as part of the timesheet every day.

- ✓ Save time and make your timesheets more automatic
- ✓ Events will be imported twice a day for previous days
- ✓ Use keywords to automatically assign tasks for calendar events
- ✓ Once imported they are shown as time entries so you can easily assign them to specific projects and tasks in your timesheet

Tasks synchronization is done automatically every hour.
You can force synchronization in timesheet anytime you want

Disallow users to add personal integration

Edited user:

Emily Admin

Calendars

Admin

Use custom timezone

Days before 7

Days after 7

Private events

Out of office events

[Delete](#)

Calendar

Use custom timezone

Days before 7

Days after 7

Private events

Out of office events

[Delete](#)

[Save](#) [Unlink all integrations](#)

Tasks synchronization is done automatically every hour.
You can force synchronization in timesheet anytime you want

Edited user:

Emily Admin



People

> HR & Payroll

> Marketing

Emily Admin - YOU

Iris

Days after 7 Private events Out of office events [Delete](#)

Days after 7 Private events Out of office events [Delete](#)

Days after 7 Private events Out of office events [Delete](#)

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 hour.
You can force synchronization in timesheet anytime you want

Disallow users to add personal integration

Edited user:

Emily Admin

Calendars



Days before 30

Days after 10

Private events

Out of office events

[Delete](#)

<http://school.fluentbe.com/student/icalendar/b>

Days before 30

Days after 10

Private events

Out of office events

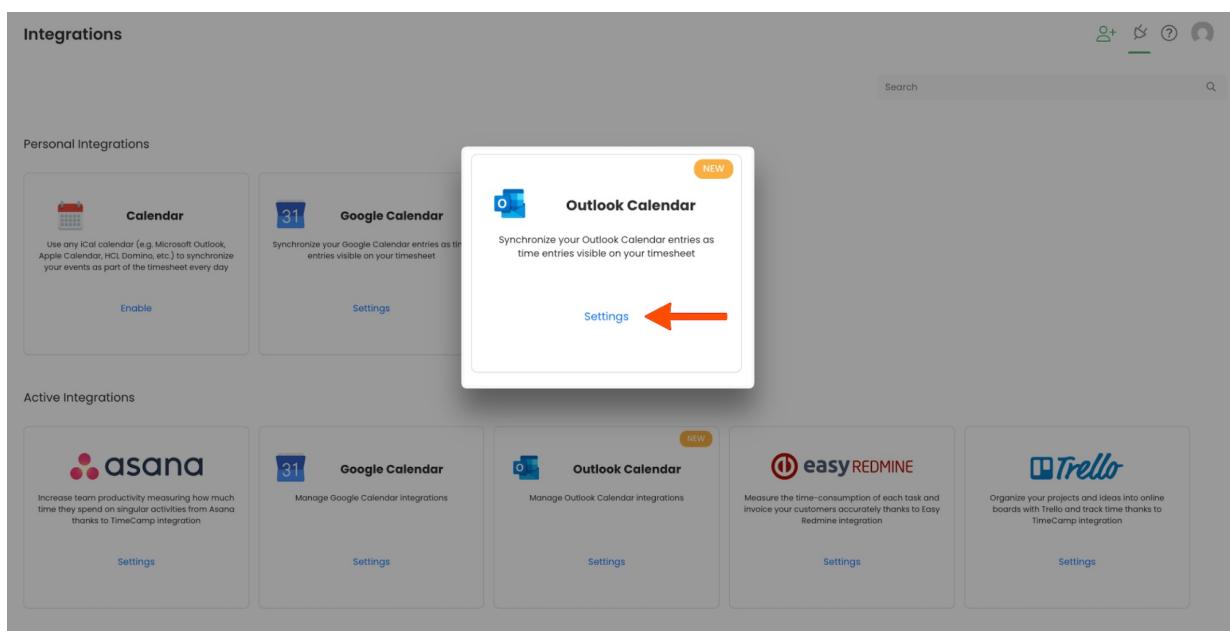
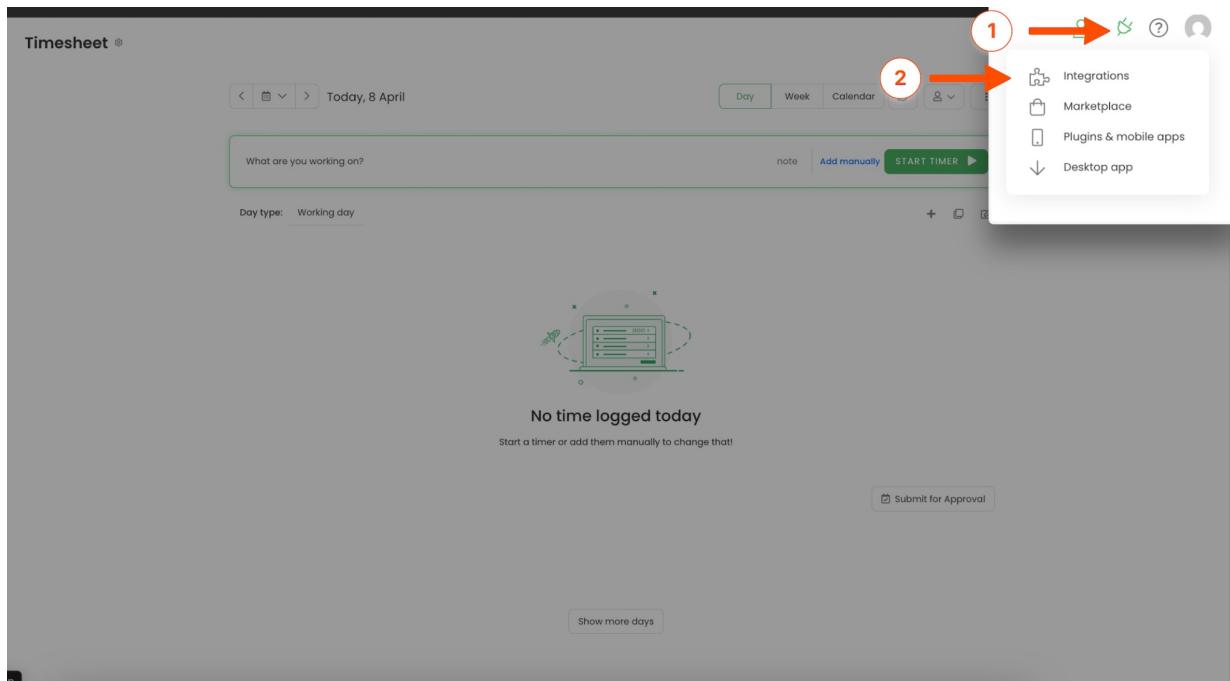
[Delete](#)

[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 synchronize your events as part of the timesheet every day.

✓ Save time and make your timesheets more automatic
✓ Events will be imported twice a day for previous days
✓ Use keywords to automatically assign tasks for calendar events
✓ Once imported they 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.
You can force synchronization in timesheet anytime you want.

Calendars name	Use custom timezone	Days before	Days after	Private events	Out of office events
✓ Admin	<input type="checkbox"/>	7	7	<input type="checkbox"/>	<input type="checkbox"/>
✓ Calendar	<input type="checkbox"/>	7	7	<input type="checkbox"/>	<input type="checkbox"/>

Save **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.**