Welcome to TimeCamp Help!

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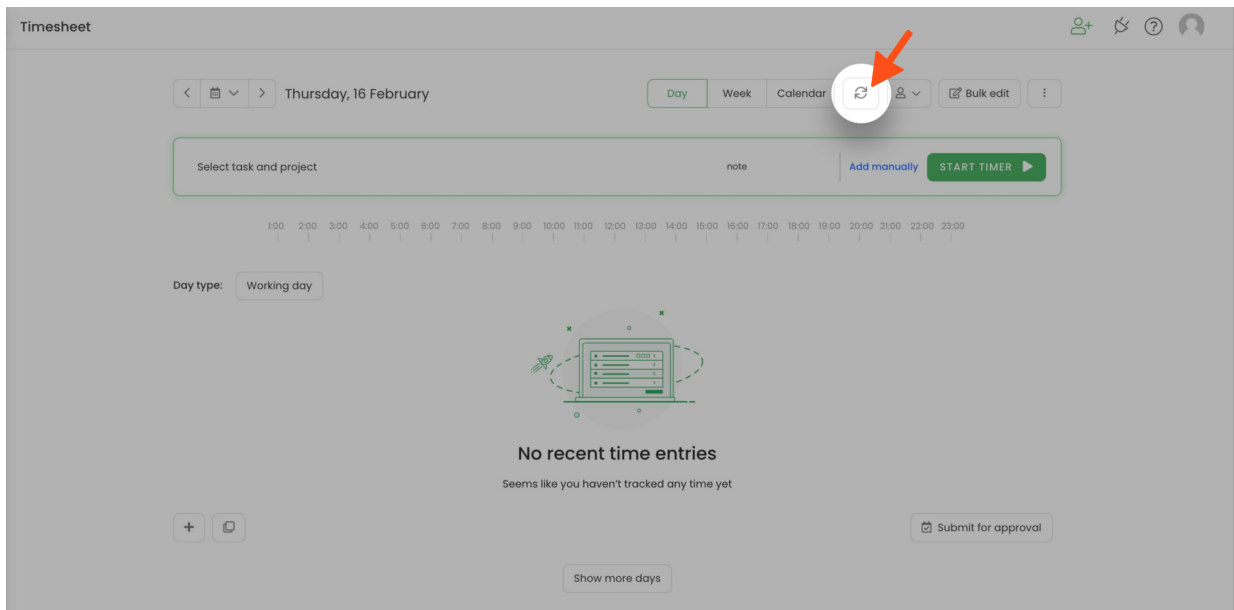
If you delete an event from your Calendar it will be automatically removed from your TimeCamp account after the synchronization.

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.
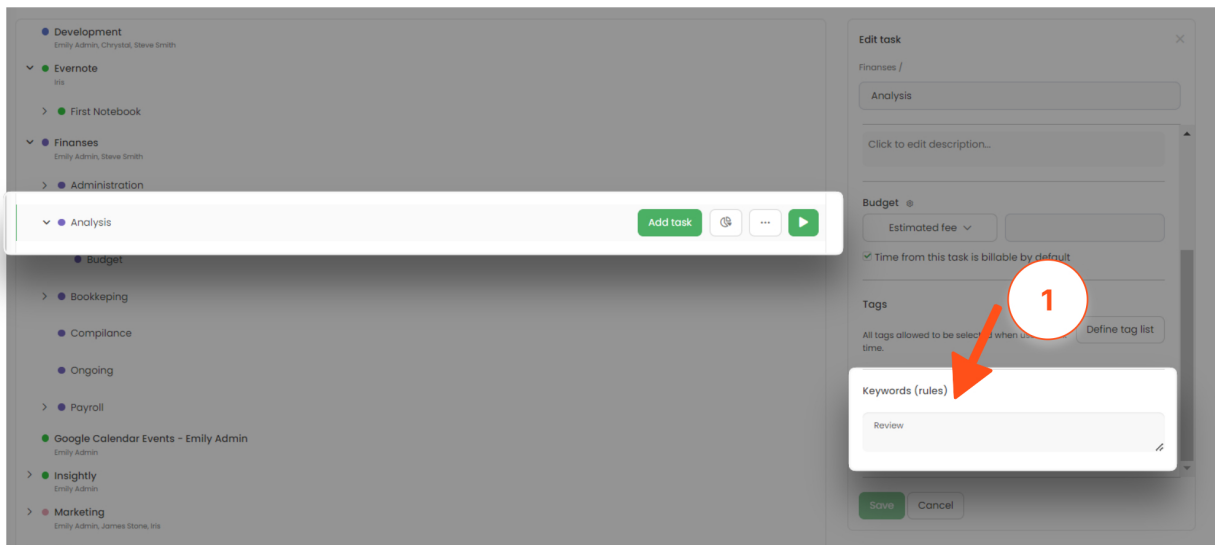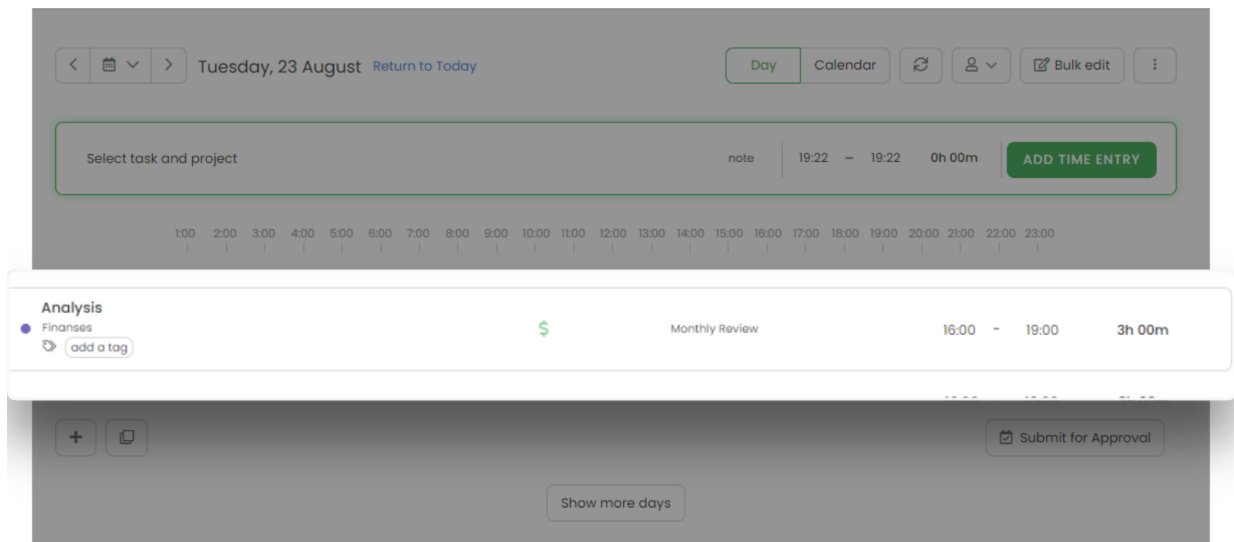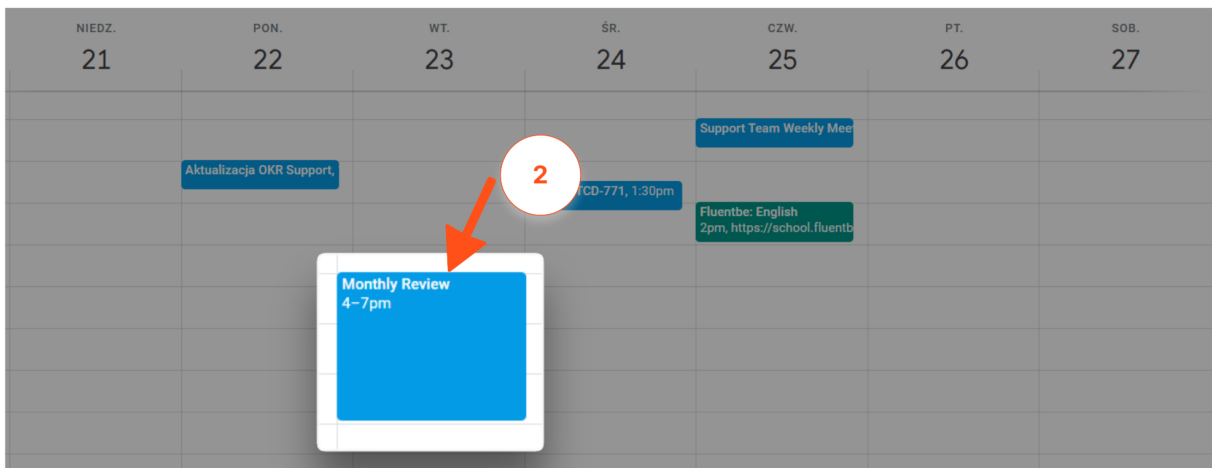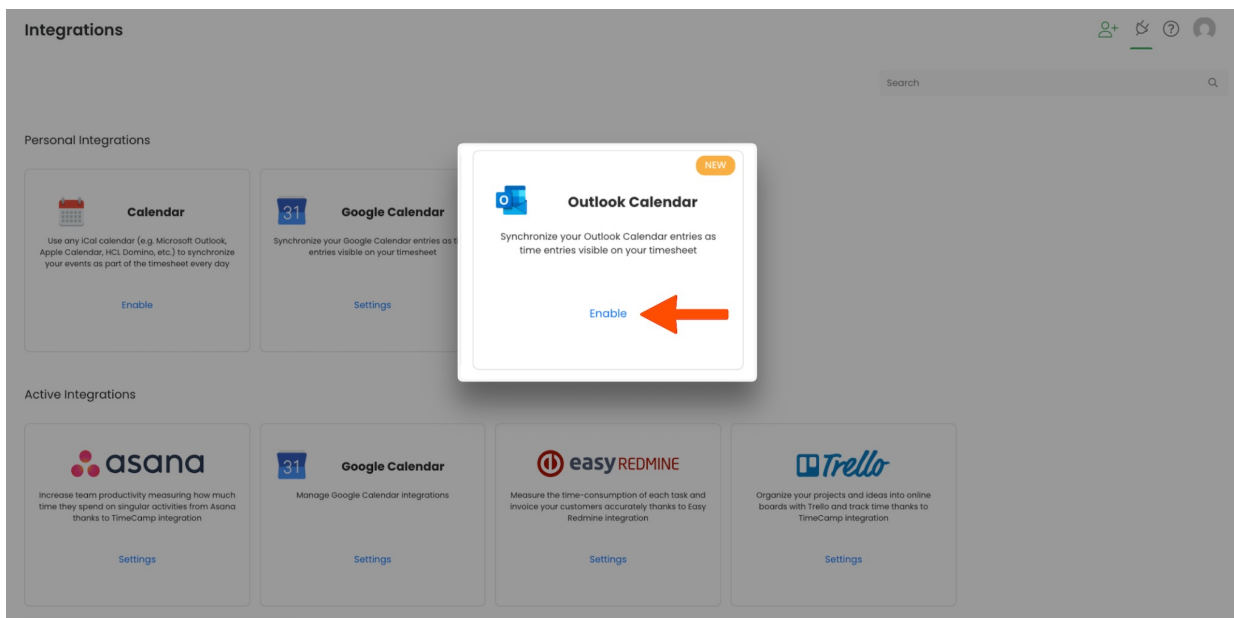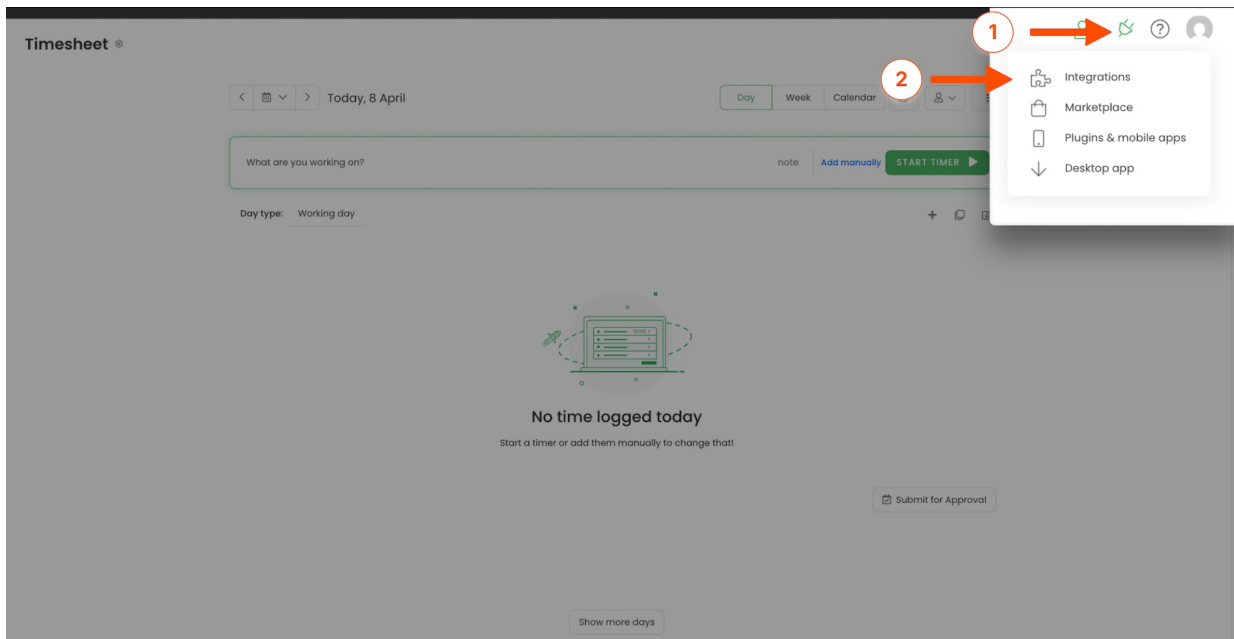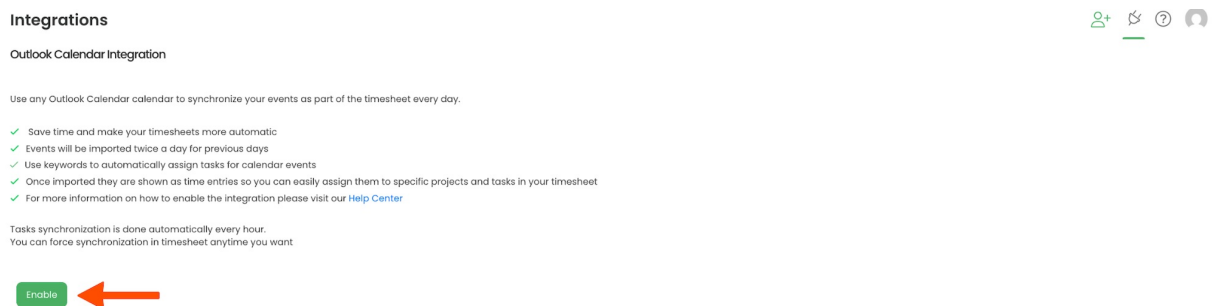
Enable integration

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.
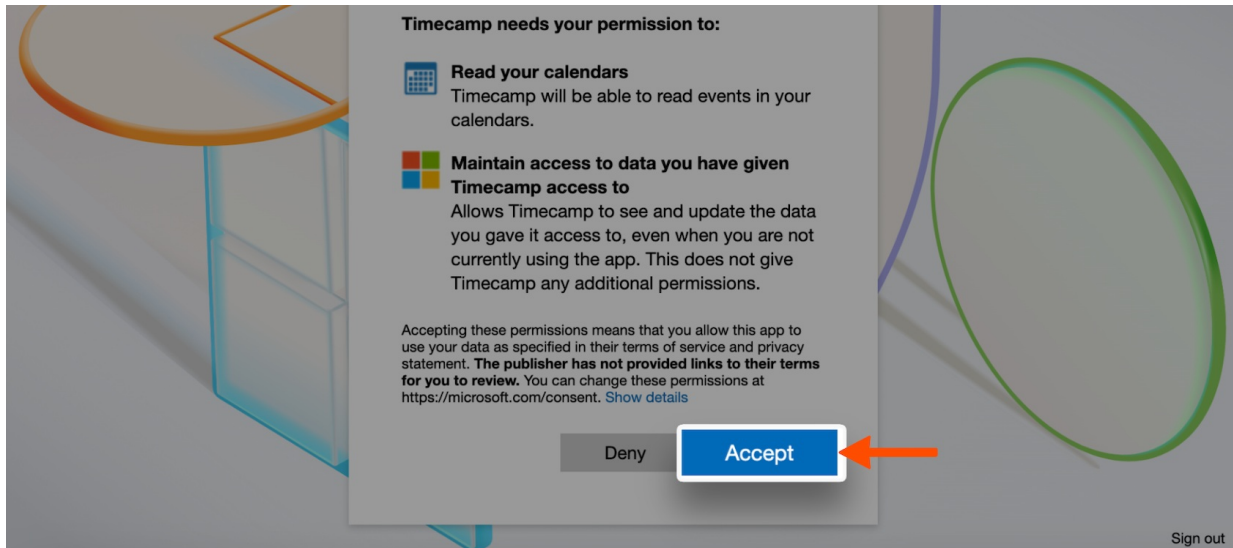
Step 2

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

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.
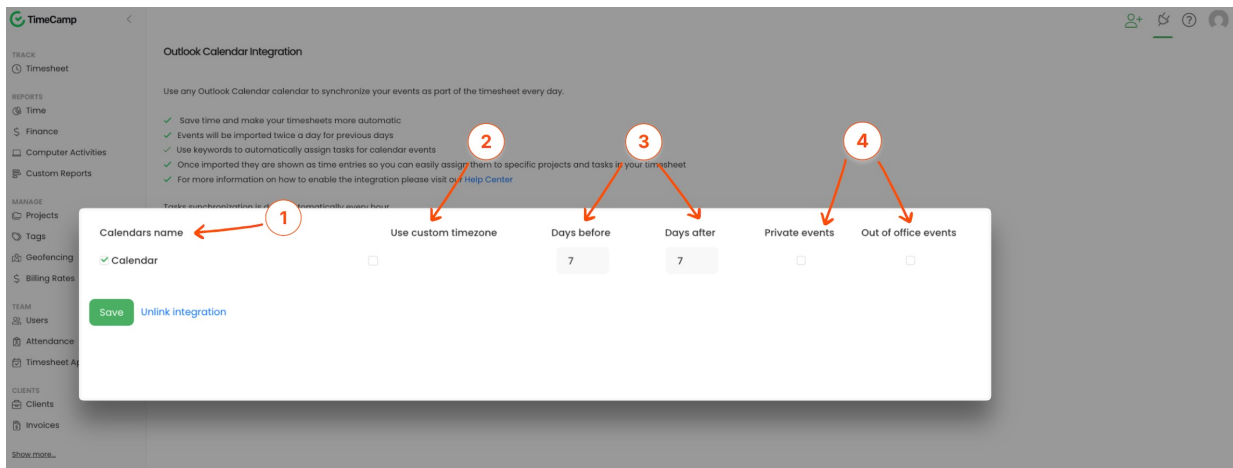
Managing Calendars of other users

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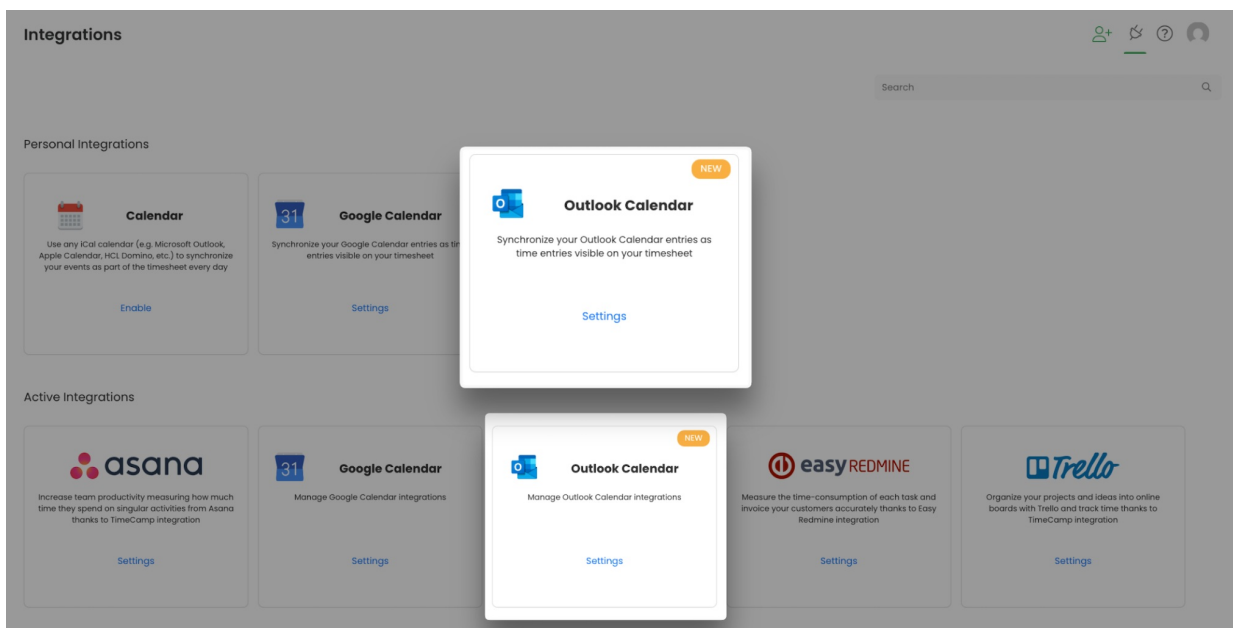
Settings for Outlook Calendar as a personal integration will redirect to the view of your own connected calendar.

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

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> Marketing
Emily Admin - YOU
Iris

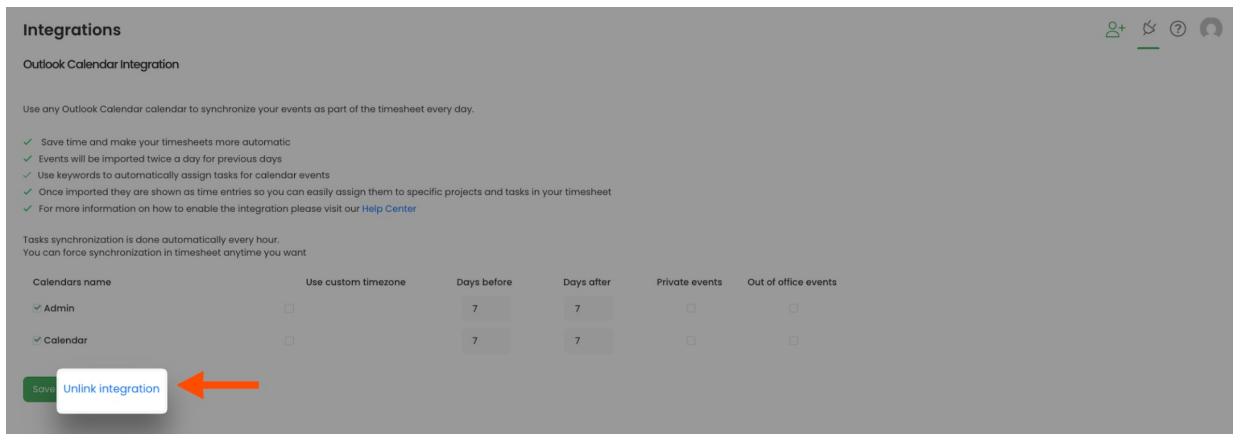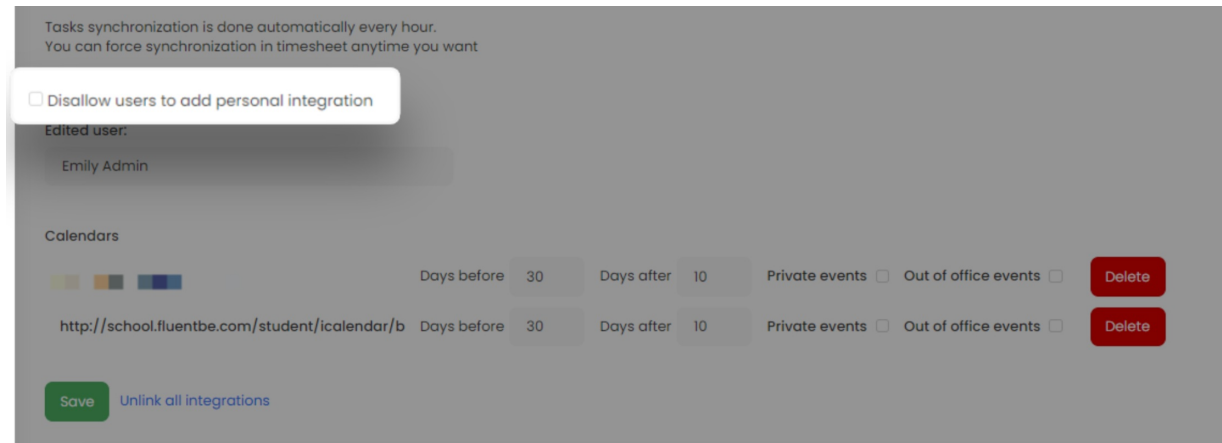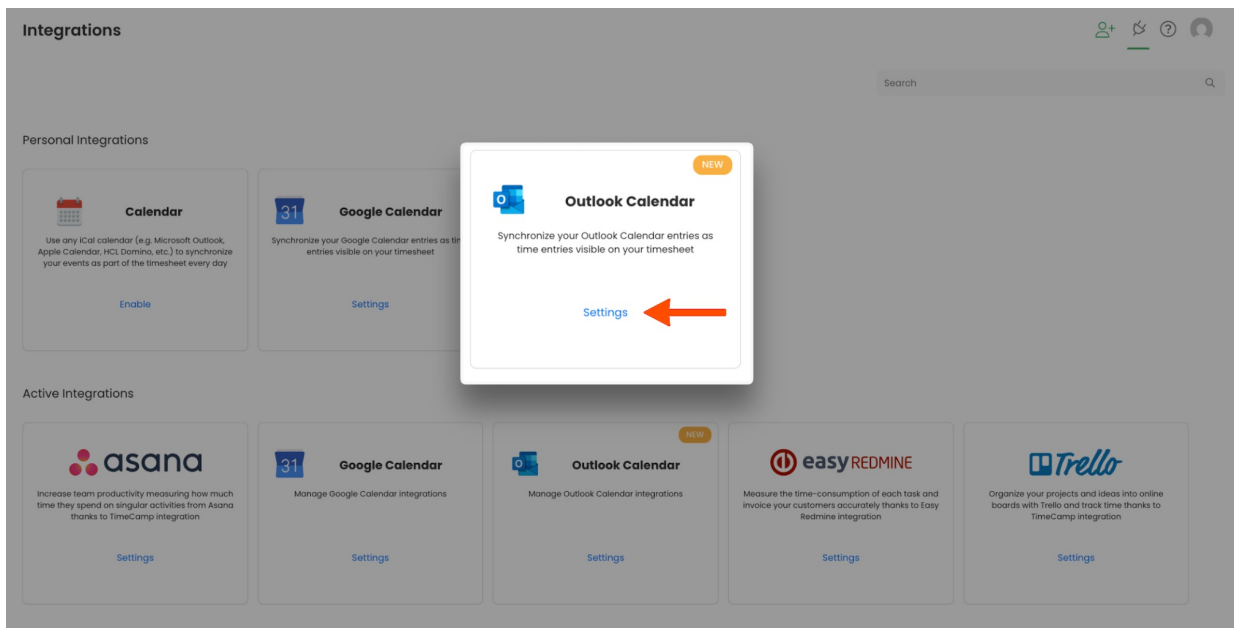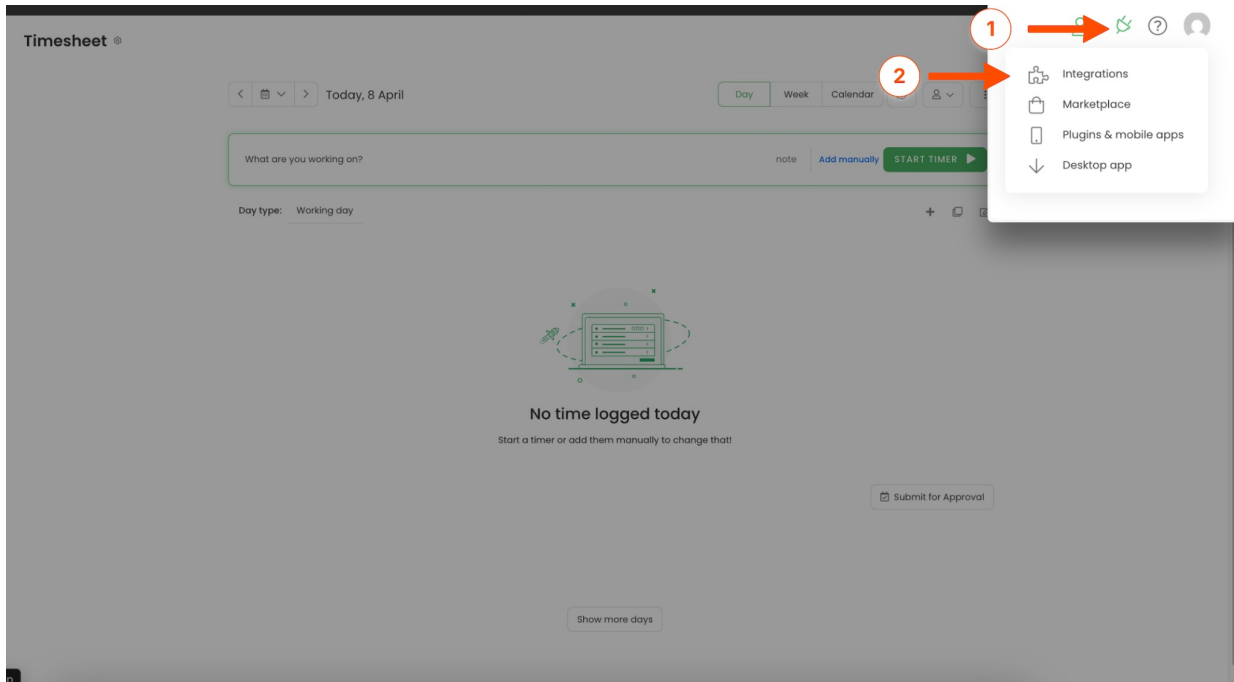| | Days after | 7 | Private events ✓ | Out of office events ☐ | Delete |
| | Days after | 7 | Private events ☐ | Out of office events ☐ | Delete |
| | Days after | 7 | Private events ✓ | Out of office events ✓ | Delete |
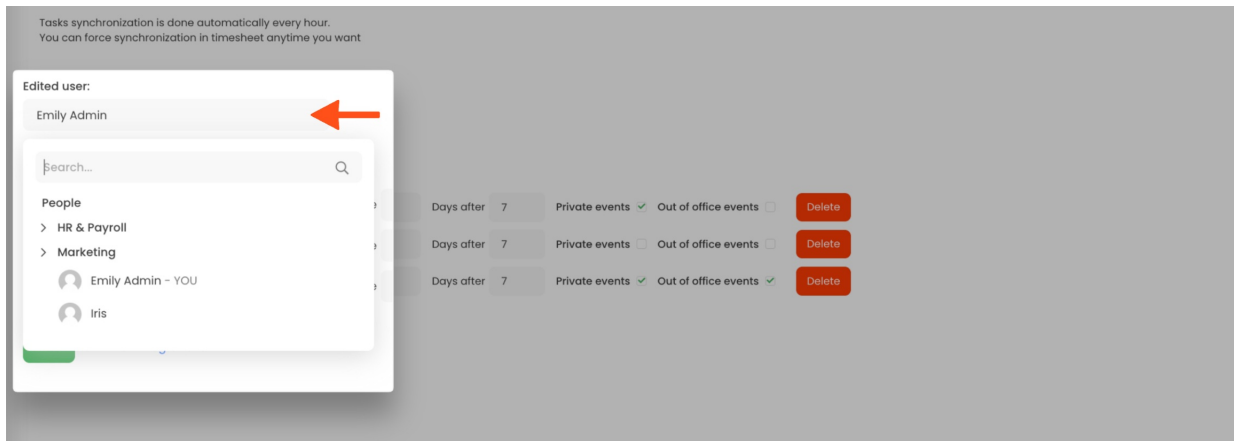
Optionally the Account Administrator can disable the ability to add calendars by other users. This setting will block the option of creating personal Outlook Calendar integrations.

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.

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.