Calendar Sync Outlook



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Overview

The screen shot below is of the SalesNexus calendar. On this screen, there will be a button that you can click to sync your SalesNexus calendar with your Outlook calendar once you have it set up.

ale	9	sr	ne	X	IS				Se	elf Guid	led Quic	k Start	Lo	gout	Set	tings	He	lp Me	Now!	Su	pport	View	Log	Ala	arm Off Mobile (beta)		
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•		<<	< No	ovemb	er 20:	15 >	>>	e in suit		<	< < D	ecemb	er 201	.5 > >	>>	-			< < 1	Januai	ry 2016	5 > >	>	-	Press and hold Ctrl on keyboard wh	ile clicking to select	>>
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45	1		2	3	4	5	6	7	49			1	2	3	4	5	1						1	2	Debra Anderson	Refresh	
46	8		9	10	11	12	13	14	50	6	7	8	9	10	11	12	2	3	4	5	6	7	8	9	Emmaleigh Pirzadeh	Select All	
47	1	5	16	17	18	19	20	21	51	13	14	15	16	17	18	19	з	10	11	12	13	14	15	16	Jenni Barwell	De-Select All	
48	2:	2	23	24	25	26	27	28	52	20	21	22	23	24	25	26	4	17	18	19	20	21	22	23	Justine Borja		
49	2	9	30						53	27	28	29	30	31			5	24	25	26	27	28	29	30	Kendra Banton		
				<u>.</u>													6	31									
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To set up the sync

Go to Settings > User Admin > Calendar Sync Settings

User Permissions SyncSetting View Online Users Inactive Users User Access Log My Settings	User Accounts		
SyncSetting View Online Users Inactive Users User Access Log My Settings	User Permissions		
View Online Users Inactive Users User Access Log My Settings	SyncSetting		
Inactive Users User Access Log Mu/ Settings	View Online Users		
User Access Log My Settings	Inactive Users		
My Settings	User Access Log		
	My Settings		
	Ring Central Settings		

You will have the ability to specify times during a 24-hour period when the sync will occur. However, we suggest a limit of no more than hourly as you want to make sure the sync is completed before the next one is occurs.



You will need to have the details of the email address, user name, password, and the server connection. You will want to make sure you have the appropriate information from your IT staff. For Exchange you will need:

- Email Address
- User Name
- Password
- Web Services URL

04:00 AM 05:00 AM 06:00 AM 07:00 AM	 Select calendar type t Email address: 	o sync: Exchange calendar V	specify mor
	Username: Password:	synctest	than one auto-sync
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12:00 AM \vee 🛛 Add 🛛 Rem	love	Save	this example

