

TeamSeer and Outlook calendar integration

Guidance notes

Feb-2018

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TeamSeer Outlook integration

TeamSeer can automatically update your **Outlook calendar** with holiday that you've booked, and put your chosen colleague's days off in the 'top bar' of Outlook.

To enable this, there are **two steps** that you need to complete:

- a) Update Outlook integration preferences in **TeamSeer**
 - b) Update Permissions in **Outlook**
- (NB: you only need to do this once!)

Note: failure to complete both steps will result in your Outlook integration account being **disabled** in TeamSeer.

1) Team Seer Outlook integration

In TeamSeer Home page go to **My Admin** -> **Calendar Sync** -> select **Yes** under '*Calendar Sync*' question?

The screenshot shows the 'My Admin' navigation menu with 'My Admin' selected. Below the menu, the 'Calendar Synchronization for' section is visible, featuring a 'Calendar Sync?' label and a dropdown menu currently set to 'Yes'. A sidebar on the left lists various administrative options, with 'Calendar Sync' highlighted.

Home **My Admin** My Reports HR Admin Reports Charts

My Admin Outlook

Account
HR Data
Relationships
Key Dates
Allowances
Calendar
Calendar Sync
System
Quick Login
Mobile
Records
Book Leave Settings

Calendar Synchronization for

Calendar Sync? Yes

You can also select the employee(s) who you **would like to track** in your Outlook calendar.

Who to track in Outlook calendar?

Alexandra

Tip: Please keep the number of people you are tracking in Outlook to no more than 30. If you wish to track more than 30 users, please refer to the Team View calendar.

Remember to click **Submit changes** button.

You can also **refresh** all the Team Seer appointments if you have previously experienced issues with your outlook synchronisation.

SUBMIT CHANGES

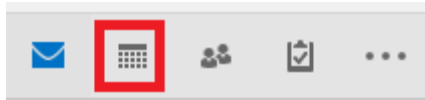
[Test to make sure that TeamSeer can sync to my Outlook calendar](#)

[Reset \(refresh\) all the TeamSeer appointments on my Outlook Calendar](#)

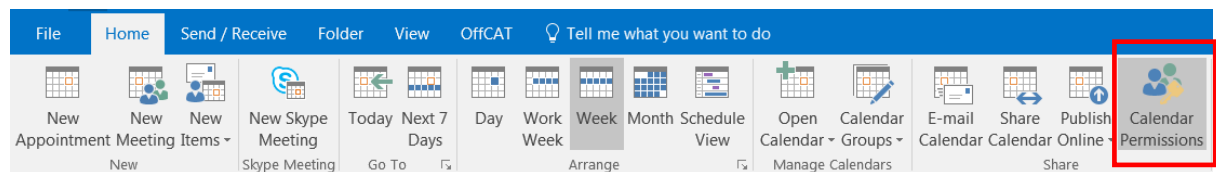
2) Outlook Calendar permissions

Outlook 2013/2016 for Windows

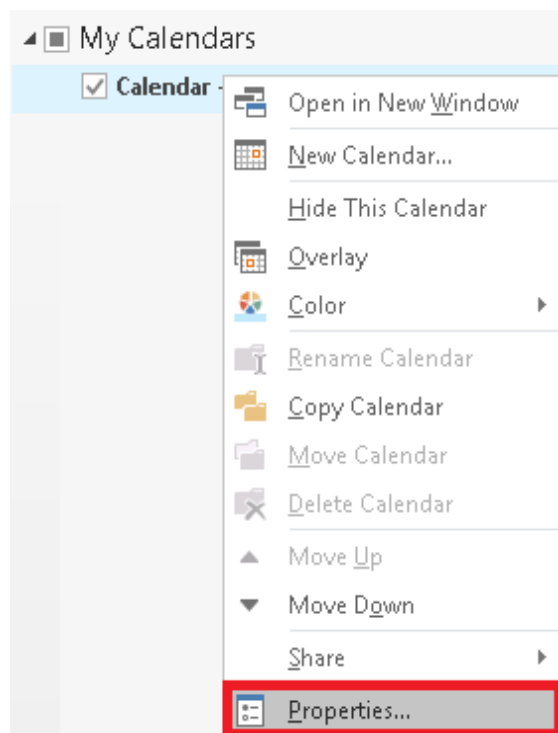
1. Open Outlook and choose **Calendar** view at the bottom



or select **Calendar Permission** from the tool bar

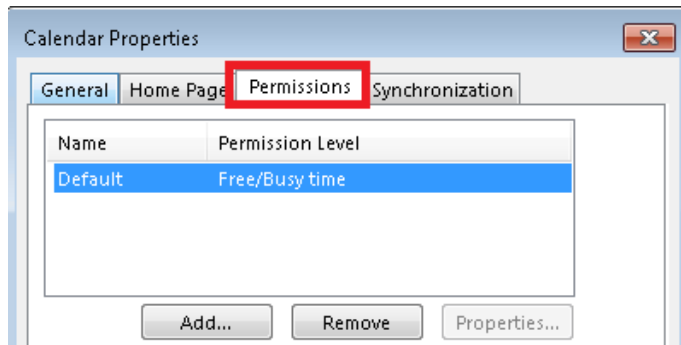


2. Right click on your calendar and choose **Properties**

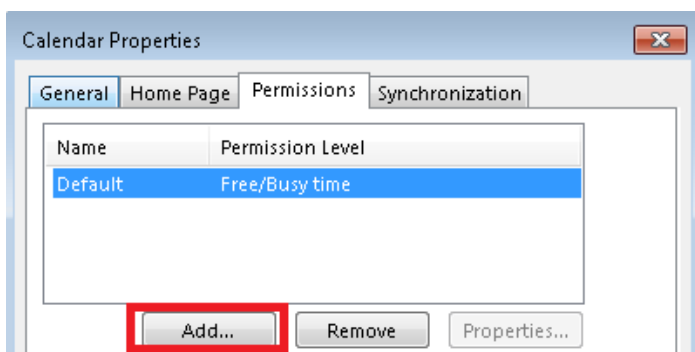


This will open calendar properties window

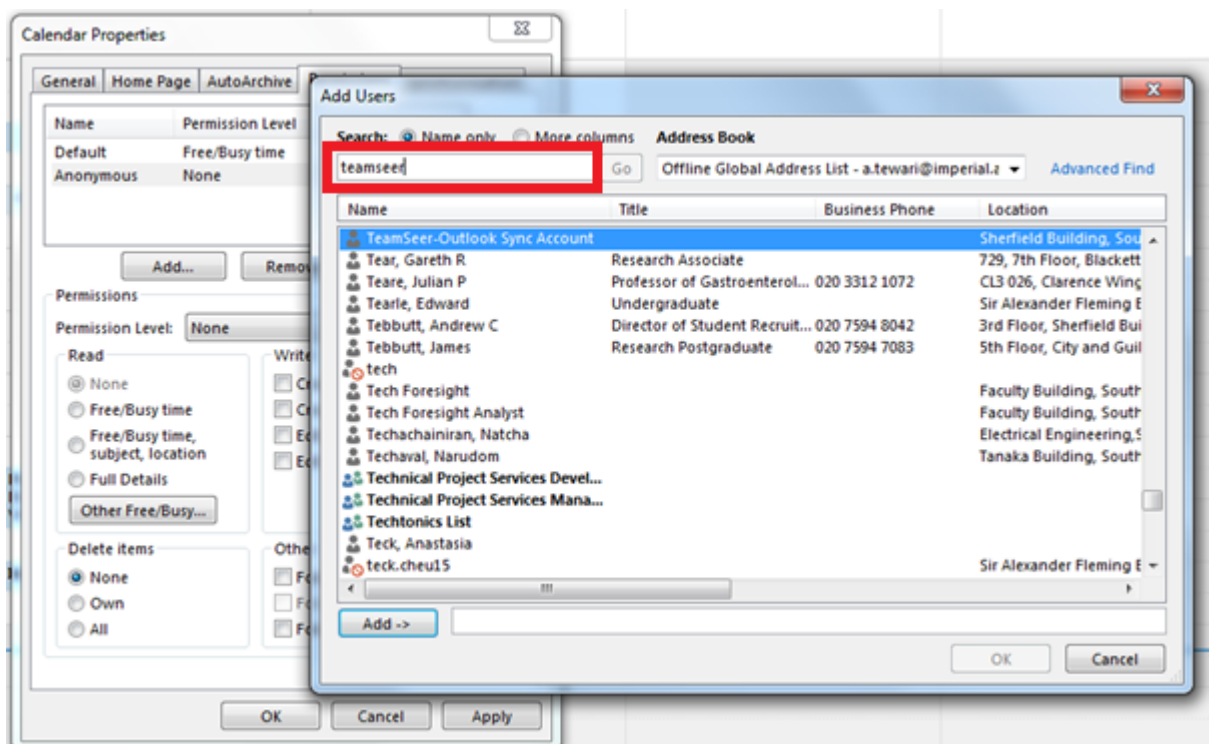
3. Click on the **Permissions** tab



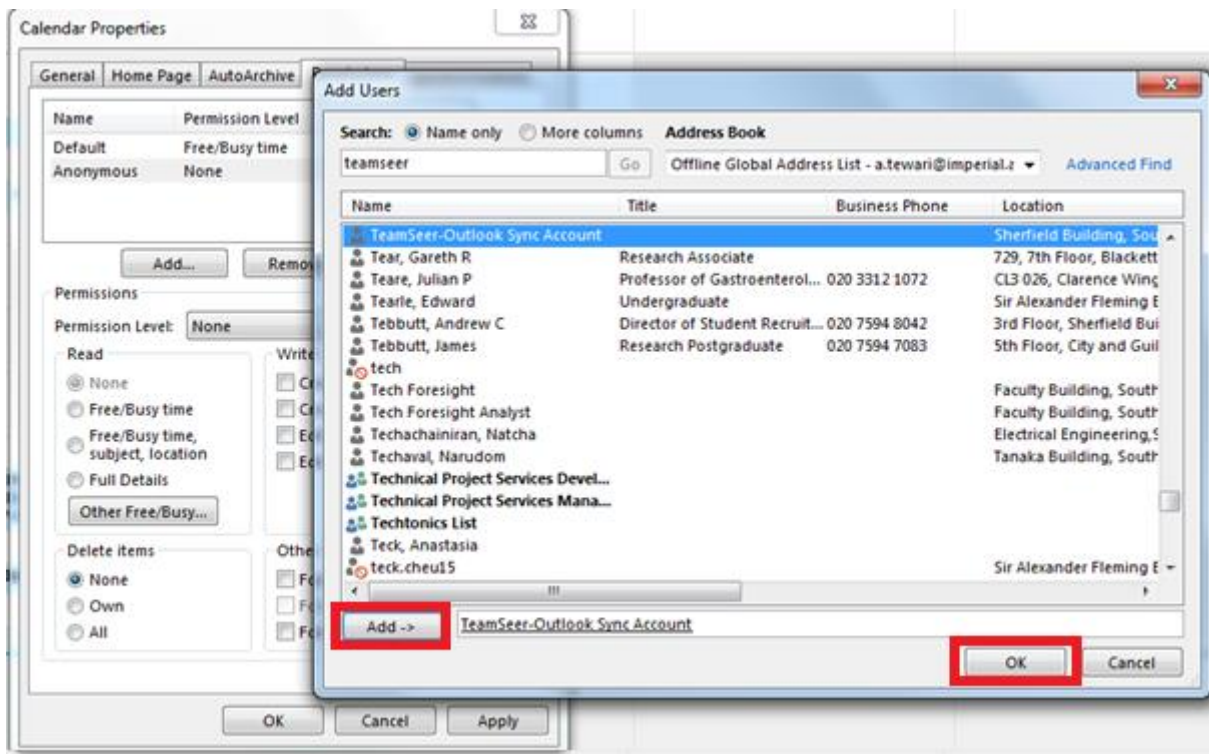
4. Click **Add**



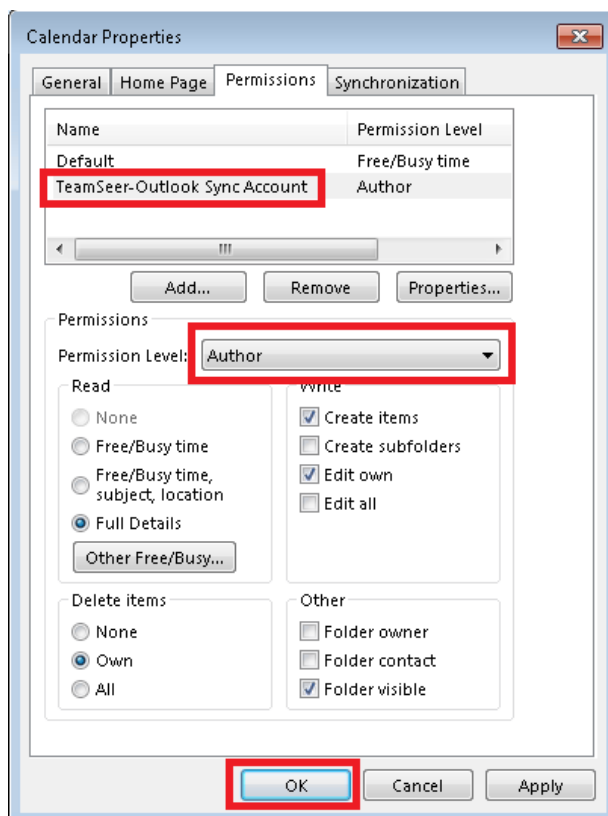
5. Type in **teamseer** in the search field -> select **TeamSeer-Outlook Sync Account**



6. Click **Add** -> OK

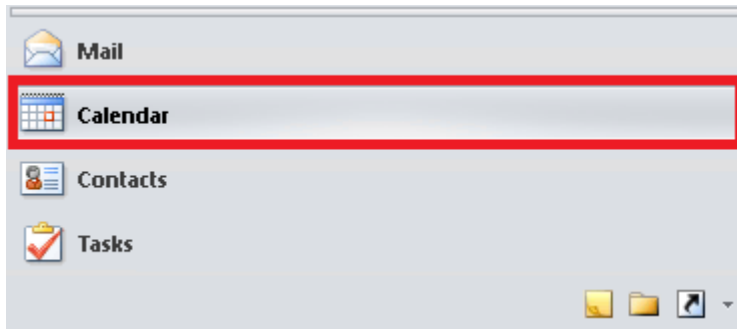


7. Click on the **TeamSeer-Outlook Sync Account** user in the list of users -> change the **Permission level to Author** -> click OK

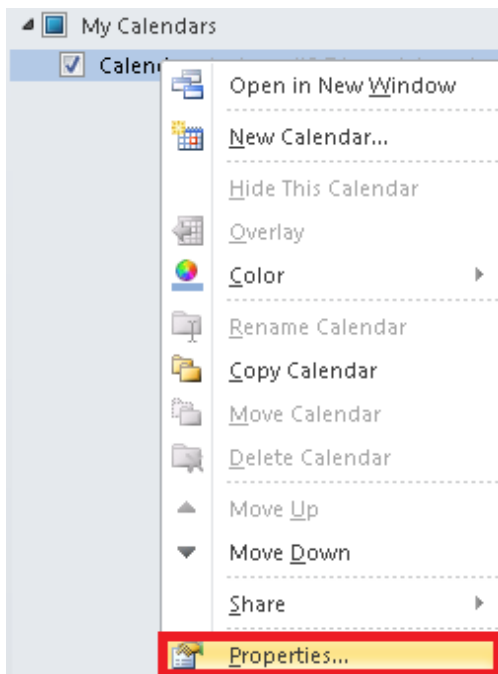


Outlook 2010 for Windows

1. Open Outlook and choose **Calendar** view at the bottom

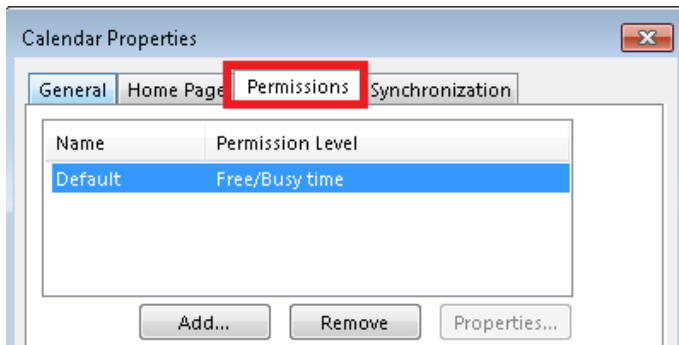


2. Right click on your calendar and choose **properties**

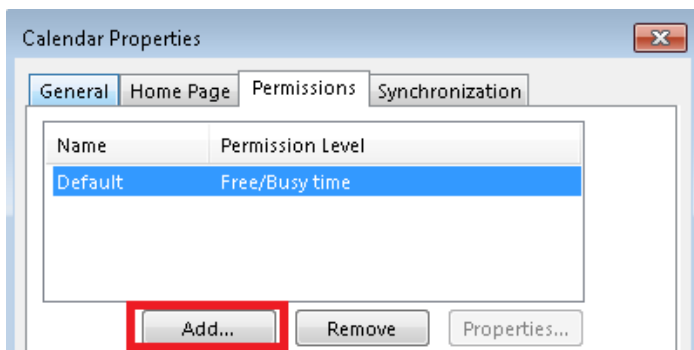


This will open calendar properties window

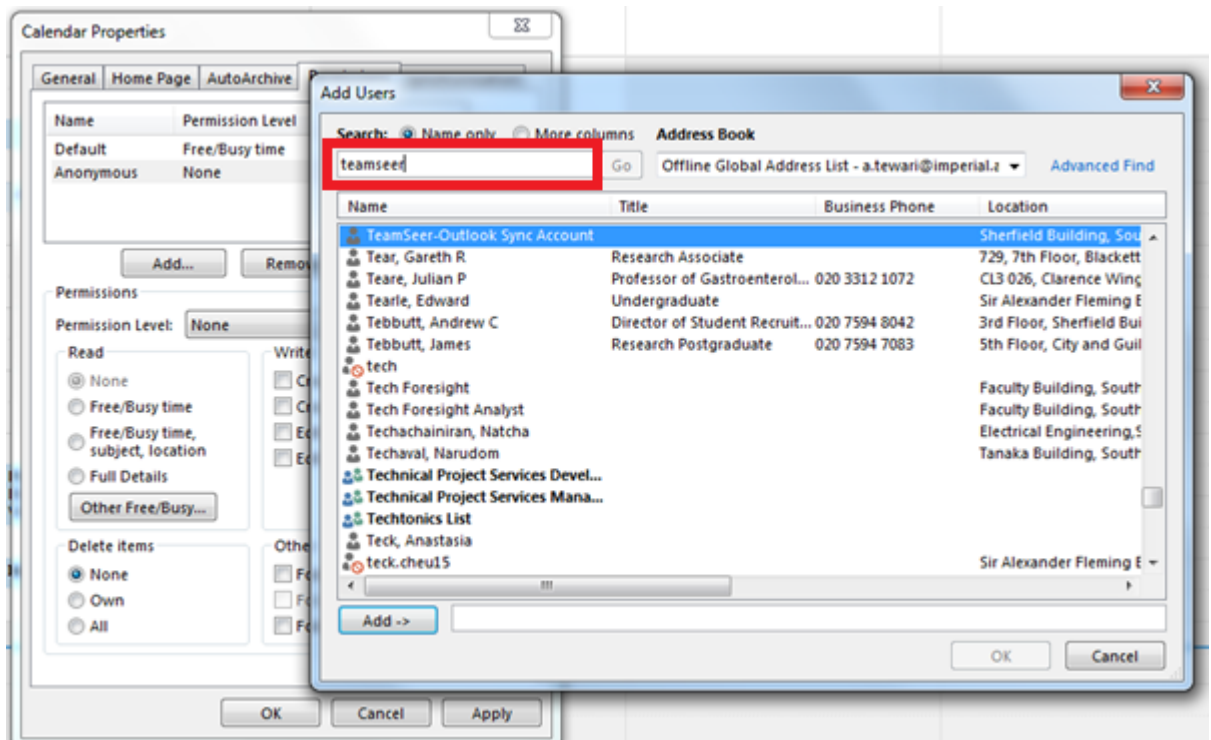
3. Click on the **Permissions** tab



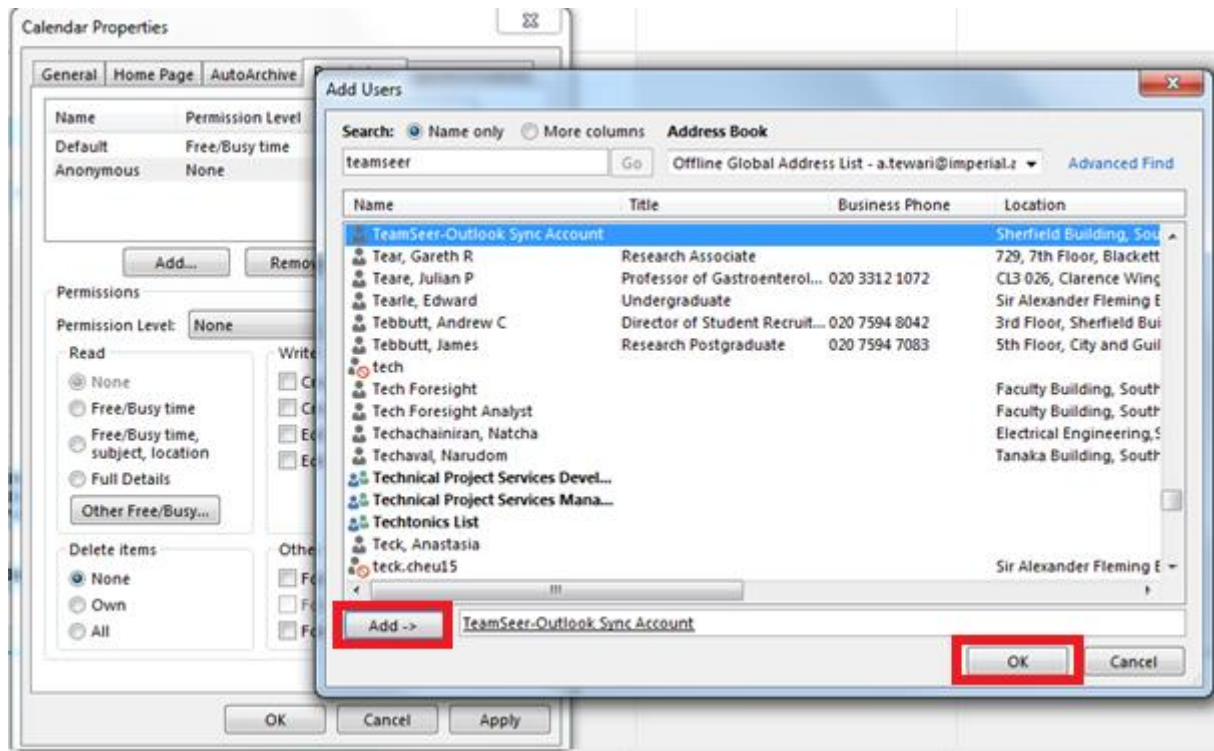
4. Click **Add**



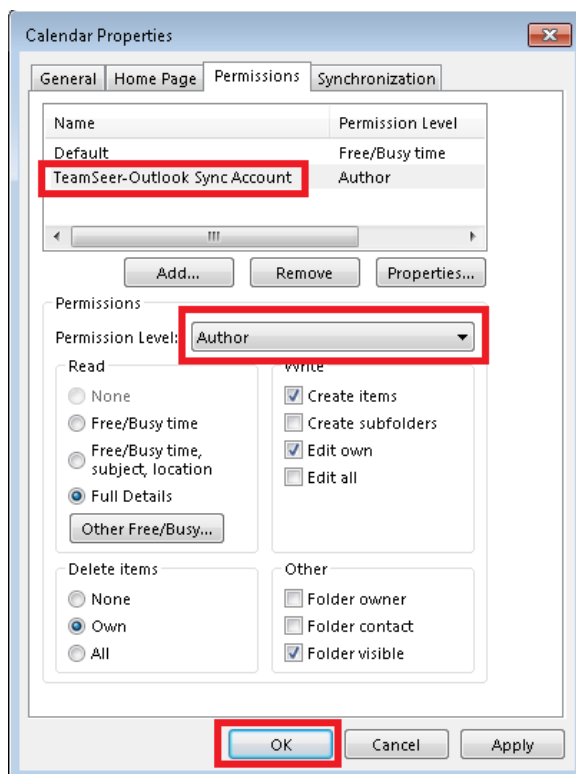
5. Type in **teamseer** in the search field -> select **TeamSeer-Outlook Sync Account**



6. Click **Add** -> then OK



7. Click on the **TeamSeer-Outlook Sync Account** user -> change the **Permission level to Author** -> click OK

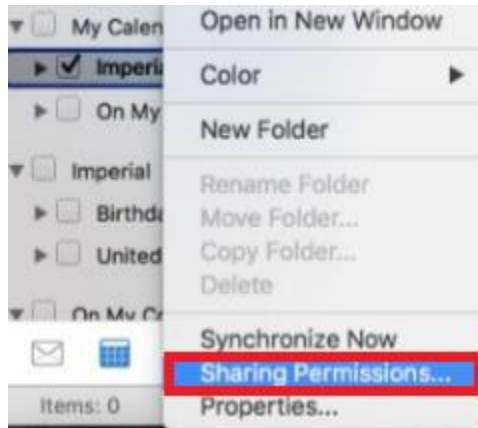


Outlook for Mac 2011 or 2016

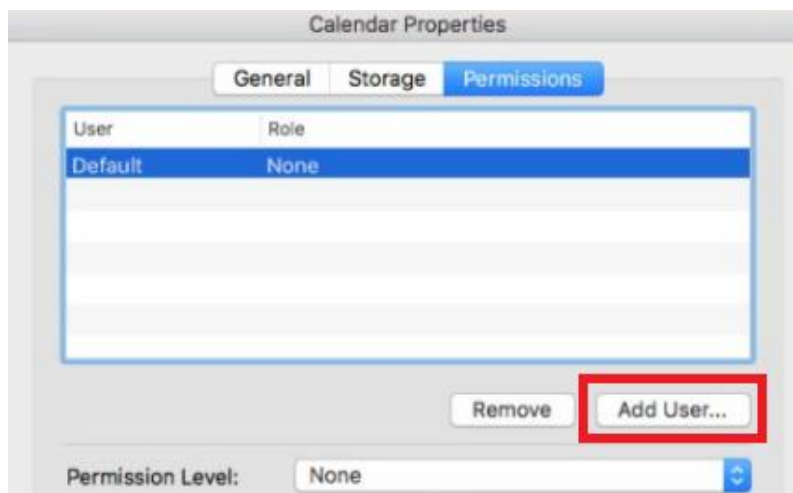
1. Click on the calendar icon at the bottom of the screen



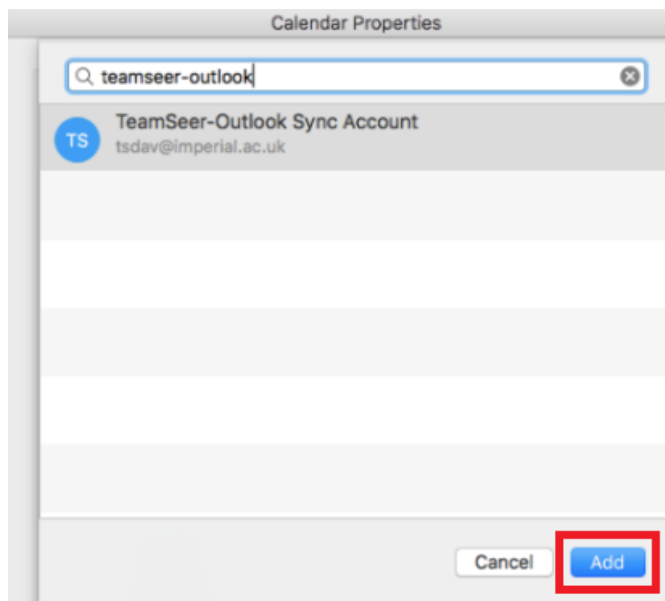
2. Click on your main calendar under **My calendars** and choose **Sharing Permissions**



3. Under permissions tab, click on **Add User..**



4. Type in **teamseer-outlook** -> select the account called **Teamseer-Outlook Sync Account**
-> click **Add**



5. Highlight the **Teamseer** account -> change the **Permission level** to **Author** -> click **OK**

