


**Calendar Sync**

Settings | Auto Sync | Proxy Settings | About | **Help [?]**

**Google Account**

Username

Password  

Signed in as : svetlana.cheusheva@add-in-express.com

Save before doing sync

**Save**

**Sign in to Google**

**Select Outlook Calendar**

Calendar Name

**Load Calendars** **Browse Folder** **Show**

**Select Google Calendar**

Calendar Name

**Save Calendar** **Load Calendars**

**Sync Settings**

☐ Synchronize Outlook Calendar with Google (Outlook-->Google. Outlook is Master) **Synchronize**

☐ Delete in Google

☐ Synchronize Google Calendar with Outlook (Google-->Outlook. Google is Master) **Open Log**

☐ Delete in Outlook

☒ Synchronize Calendar by Last Modified (Two Way) **Clear Log**

☐ Delete Duplicates

**Delete Duplicates in**

**Outlook** **Google** **Open Log**

**Save Settings** **Sign in to Google** **Exit**

Select Google Calendar ..

1. Enter your Google credentials.

2. Choose your Outlook calendar.

3. Select Google calendar.

4. Choose either 1-way or 2-way syncing.

5. Delete duplicates (optional).

6. Save the settings.