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?

Home	My Admin	My Reports	HR Admin	Reports	Charts			
My Admin	Outlook							
Account HR Data Relationships	Calendar Synchronization for							
Key Dates Allowances		Calendar Sync?	Yes		•			
Calendar Calendar Sync								
Quick Login								
Mobile Records								
Book Leave Settings								

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

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			E													8
New	New	New	New Skype	Today	Next 7	Day	Work	Week	Month	Schedule	Open	Calendar	E-mail	Share	Publish	Calendar
Appointme	ent Meeting	g Items -	Meeting		Days		Week			View	Calendar	- Groups -	Calendar	Calendar	Online •	Permissions
	New		Skype Meeting	Go To	D Fa			Arrange		Es.	Manage	Calendars		S	hare	

2. Right click on your calendar and choose Properties



This will open calendar properties window

3. Click on the **Permissions** tab



4. Click Add

Calendar Propertie	s	×					
General Home	Page Permissions Synchronization						
Name	Permission Level						
Default	Free/Busy time						
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	Remove Propercies						

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



6. Click Add -> OK

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

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Name	Permission Level
Default	Free/Busy time
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O All	Folder visible

Outlook 2010 for Windows

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

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Calendar	
Contacts	
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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

Name Permission Level						
Default Free/Busy time	Search: Name only O Mo	re columns Address Book				
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7. Click on the TeamSeer-Outlook Sync Account user -> change the Permission level to Author -> click OK

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Permission Level: Author	▼		
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🔘 Free/Busy time	Create subfolders		
Free/Busy time,	📝 Edit own		
 Subject, location Sull Details 	📃 Edit all		
Other Free/Busy			
Delete items	Other		
🔘 None	E Folder owner		
Own	Folder contact		
i All	Folder visible		
	OK Cancel Apply		

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..

	Genera	Storage	Permissions	
User	Role			
Default	Non	е		
			-	-
			Plantation	Add Lines

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

	Calendar Propertie	5
	teamseer-outlook	8
TS	TeamSeer-Outlook Sync Account tsdav@imperial.ac.uk	
		Cancel

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

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