

## Interface – Outlook365 Calendar

### **Step 1: Select the user**

The Outlook 365 Calendar can be added by logging into Simple-Simon and going to 'Your Team' → 'Users'. Select for which person you want to create the Outlook365 interface.

### **Step 2: Start the interface**

Edit the user and select 'Yes' at 'Connect Calendar'.

### **Step 3: Choose the correct interface**

Now choose the Outlook365 Calendar. You can also select whether the interface should work one way or both ways (Simon – Outlook365 Calendar). Press 'Connect Outlook Calendar'.

### Connect Calander

Yes 

Google Calendar

Outlook365 Calendar

**Connect Outlook Calendar**

Apple Calendar

Simon to Calendar

Calendar to Simon

### **Step 4: Fill in the required fields**

Log in with your Outlook365 account. Add you mail address and password.

### **Step 5: Create the interface**

The interface will start and all new work orders and/or appointments will be send.



## Sign in

info@simple-simon.net

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No account? [Create one!](#)

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**Next**