

## Introduction to the PC connector for Outlook

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The ScheduleOnce connector for Outlook is installed on the User's Windows PC (Mac is not supported) and establishes a real-time connection between ScheduleOnce and the User's Outlook Calendar. The connection to Outlook Calendar is [completely secure](#). Your calendar information is always kept private and calendar appointments and free/busy patterns are never revealed to Customers.

### **Note:**

In addition to connecting with your Outlook Calendar on your PC, ScheduleOnce also can connect directly to the [Office 365](#) API. This might be a more stable option than connecting to your local computer's Outlook software through a downloaded connector. If you use Office 365, ScheduleOnce recommends that you connect through our API integration with the Office 365 cloud rather than through the Outlook client integration. [Learn more about the differences between the Office 365 and Outlook integrations](#)

In order to start syncing the connector, you will need to:

1. [Download and install the ScheduleOnce connector for Outlook on your Windows PC](#)
2. [Connect and configure the connector's settings](#)
3. [Configure calendar settings for your Booking pages](#)

**Important:** After you download the ScheduleOnce connector for Outlook, you are in a pending connection state with your Outlook Calendar and you will not be able to accept bookings until you install the connector and perform the first sync.

## Outlook sync modes

- **Real-time:** The connector will automatically push to ScheduleOnce any change made to Calendar appointments in the calendars that you have selected to sync with ScheduleOnce. When a booking is made in ScheduleOnce, it will automatically sync and populate your relevant Outlook Calendar.
- **Auto-sync every X minutes/hours:** The connector will sync at every time interval that you choose.
- **Manual sync:** When you choose to sync manually, a **Sync** button will be added to the connector. Manual sync mode is useful for testing and is not a recommended sync mode.

[Learn more about Outlook sync modes](#)

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