

Which calendar integration in OnceHub should I choose when using Outlook desktop client?

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Note:

This article only applies if you have installed Outlook desktop client on your PC or Mac.

The Outlook desktop client can be connected to one or more account types. To decide which [calendar integration](#) to use in OnceHub, you'll need to determine which account type your Outlook desktop client is connected to. OnceHub has calendar integrations with [Google Calendar](#), [Office 365 Calendar](#), [Exchange/Outlook Calendar](#), and [iCloud Calendar](#).

In this article, you'll learn which calendar integration in OnceHub you should choose when using Outlook desktop client.

Determining the connected account types

Outlook desktop client on PC

To determine the connected account types on a PC, open your Outlook desktop client and go to **File -> Account settings -> Account settings** (Figure 1).

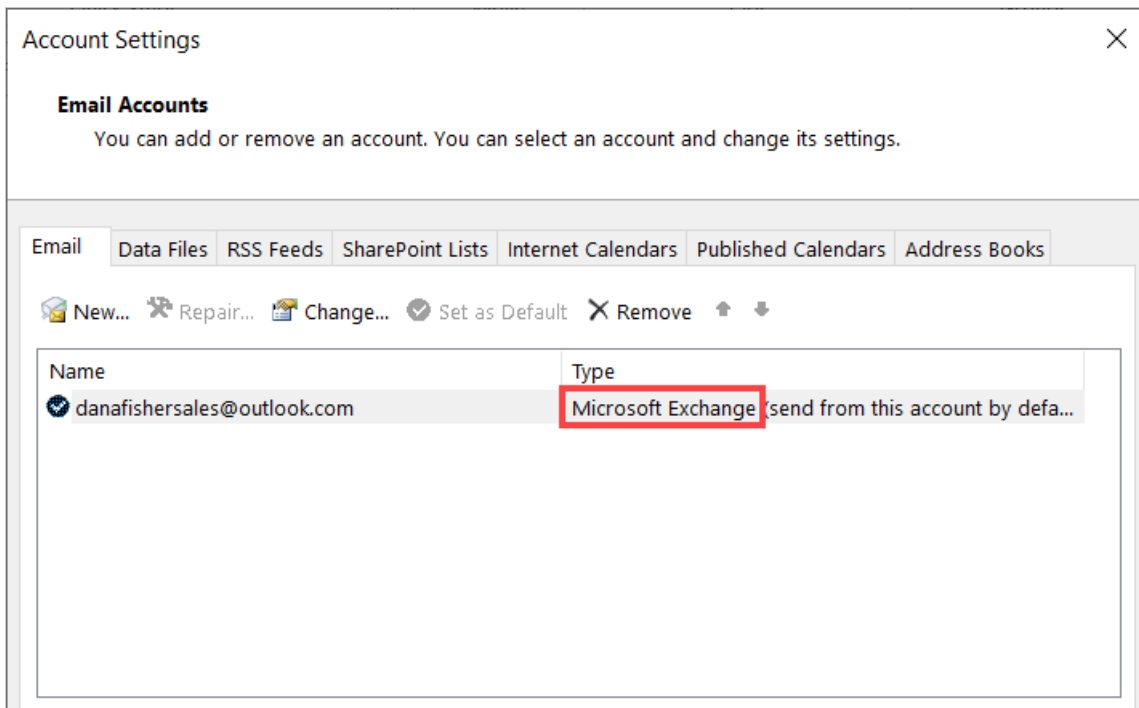


Figure 1: Account Settings section in Outlook desktop client on PC

Outlook desktop client on Mac

To determine the connected account types on a Mac, open your Outlook desktop client and go to **Outlook ->**

Preferences -> Accounts (Figure 2).

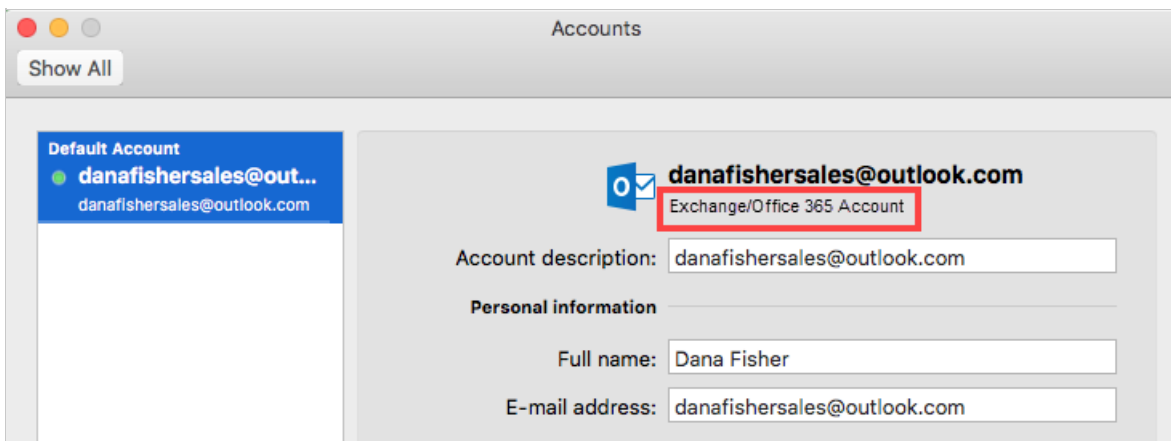


Figure 2: Accounts section in Outlook desktop client on Mac

Choosing a calendar integration in OnceHub

Your account types list may contain more than one account. You should examine **only the calendar that you want to connect to OnceHub**.

Depending on the type, name, or email of that account, use the following calendar integration:

- If **Office 365**, **Exchange**, or **Outlook.com** is mentioned, use [Exchange/Outlook Calendar integration](#).
- If **Gmail** or **Google** is mentioned, use [Google Calendar integration](#).
- If **Apple** or **iCloud** is mentioned, use [iCloud Calendar integration](#).