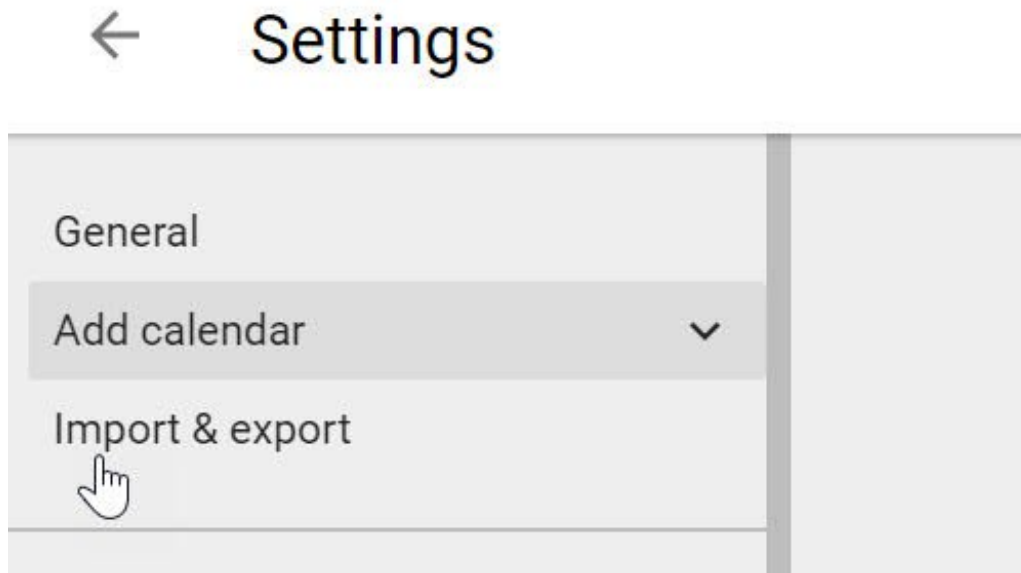


# How to Sync Google Calendar with Outlook

 [techadvisor.co.uk/how-to/software/sync-google-outlook-calendar-3500196/](https://techadvisor.co.uk/how-to/software/sync-google-outlook-calendar-3500196/)

By Jim Martin | 11 Dec  
2018



If you need to keep Google and Outlook calendars in sync, then you've run into the same problem that thousands upon thousands of others have: there's no easy way to do it. And that's why you're reading this and hoping we've got the solution. Fortunately we have several of them. You might consider some to be workarounds, but if you're willing to spend a little money, there are actual fixes which should work for you.

First ask yourself if you really need to sync Google and Outlook calendars. You might think you do, but there are several alternative approaches which might solve your problem.

For example, if you have an iPhone or Android phone you should be able to add multiple accounts and therefore multiple calendars.

This approach usually means that Google and Outlook calendars appear together in the same app. This isn't syncing, but it does mean you can see two or more calendars in the same app and same view.

If you're using a PC or laptop with the Outlook application in Windows, it could be time to ditch it and move to the online version, Outlook.com, which supports multiple calendars.

There are several other advantages of using an online email / calendar service: you can log on from any computer with an internet connection, and you don't have any syncing issues as everything is stored online.

## Pick just one

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Using two calendars services from two different companies can lead to problems and it's worth considering using only one, if at all possible. We understand that it's useful to use multiple email providers, but when it comes to your calendar, why not just pick one and use just that?

It simplifies scheduling appointments and events and solves the sync problem instantly. Both Google and Microsoft support multiple calendars, such as work and private, and offer single calendar or combined views. (This applies whether you're using a mobile device or a PC or laptop, by the way.)

When adding a new event, you can choose which calendar to add it to. This is the only complication, as it's all too easy to add an event to the wrong calendar. But at least you'll have no problems with syncing.

If this sounds like a good idea, you might want to export the data from one calendar to another rather than manually replicate existing events and appointments. Here's how.

To export events from Google Calendar you'll need to use the web version on a PC or Mac. Click the drop-down menu next to the relevant calendar in the **My Calendars** section on the left and choose **Calendar Settings**. Then scroll down and click **Export this calendar**. It downloads as a zip, so copy the .ics file out.

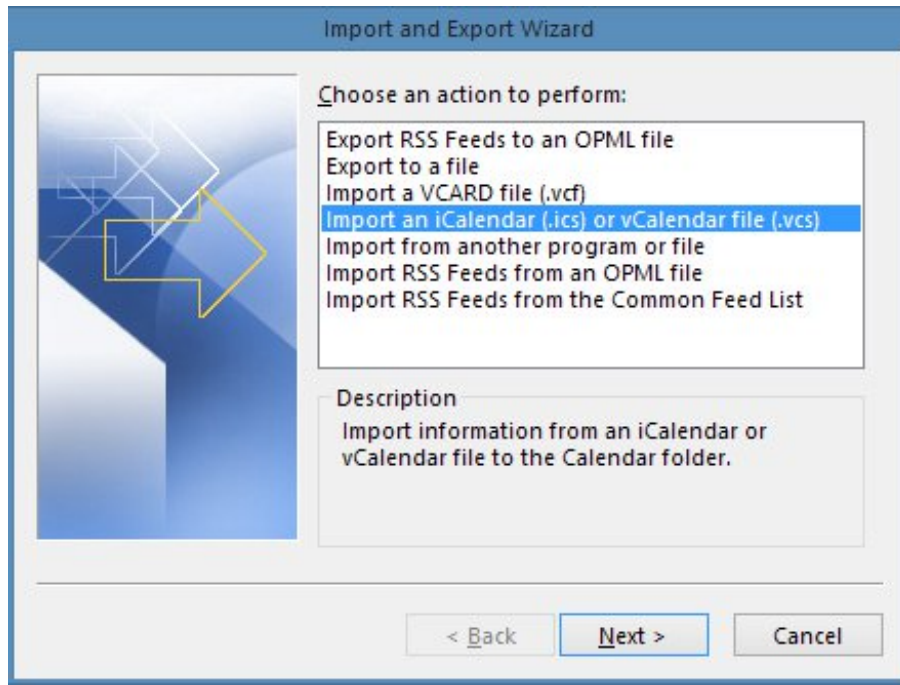
From the main Google Calendar page, click the three dots to the right of one of your calendars, then click **Settings and sharing**.

Now click **Import & export** near the top of the left-hand menu and you'll see an option to export all your calendars as a zip file.

## How to import Google Calendar to Outlook

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To import Google Calendar into the Outlook Windows application, go to **File>Open and export>Import and export**. Select the option to import an iCalendar (.ics) file.



You might also like to check out 11 ways to use Google Calendar like a pro.

## Can I export an Outlook calendar?

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To export your Outlook calendar (from the Outlook application), go to **File>Open and export>Import and export**. Select **Export to a file** and save it to a .csv file. To import it into Google Calendar, click the down arrow next to **Other calendars** and select **Import calendar**.

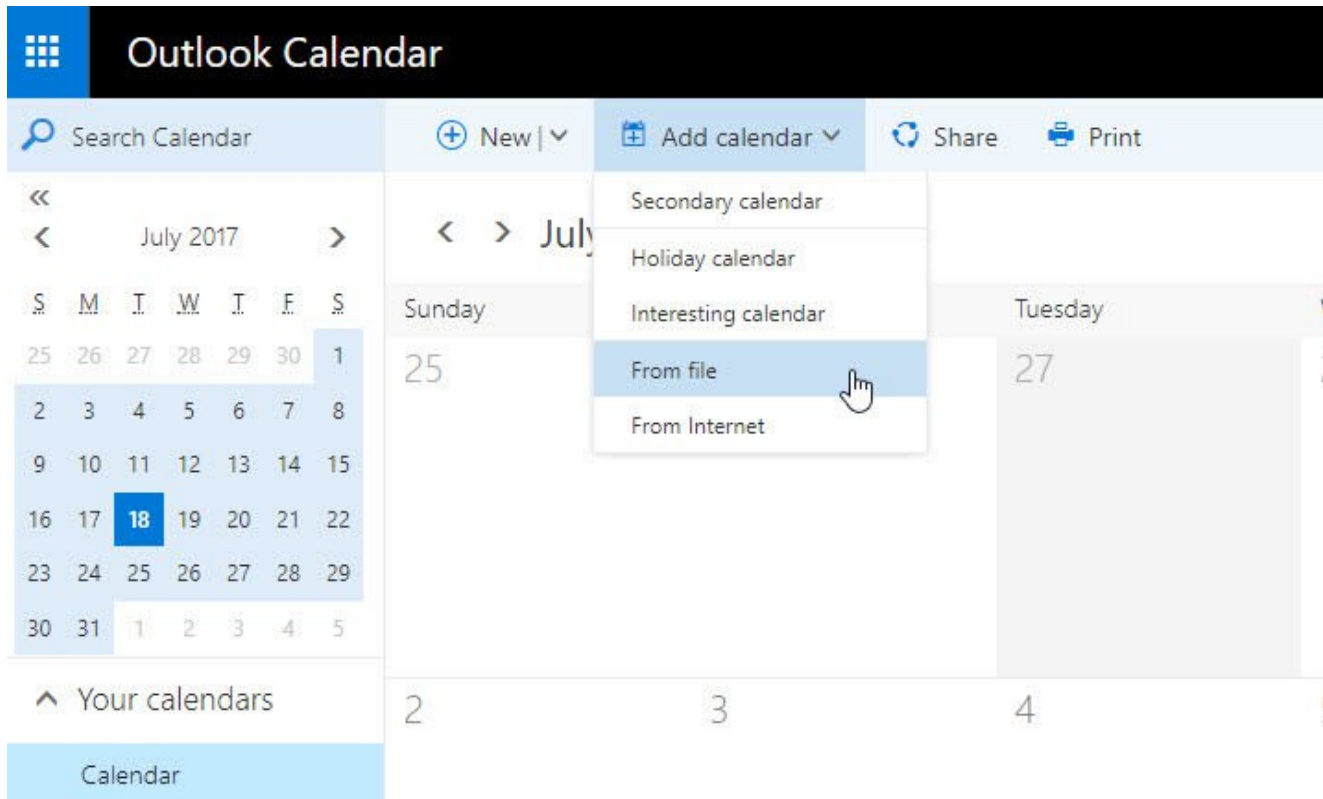
Then click the three dots to the right of one of your calendars, followed by **Settings and sharing**. The import option will appear at the top left. Alternatively, click the + button next to **Add a colleague's calendar**.

## How to import a calendar with Outlook.com

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If you use the Calendar section of Outlook.com, you **can't export**, but you can import.

To do that, click **Add calendar** then choose **From file** in the menu and navigate to your Google Calendar .ics file to import it.



## How to view both calendars

### Android

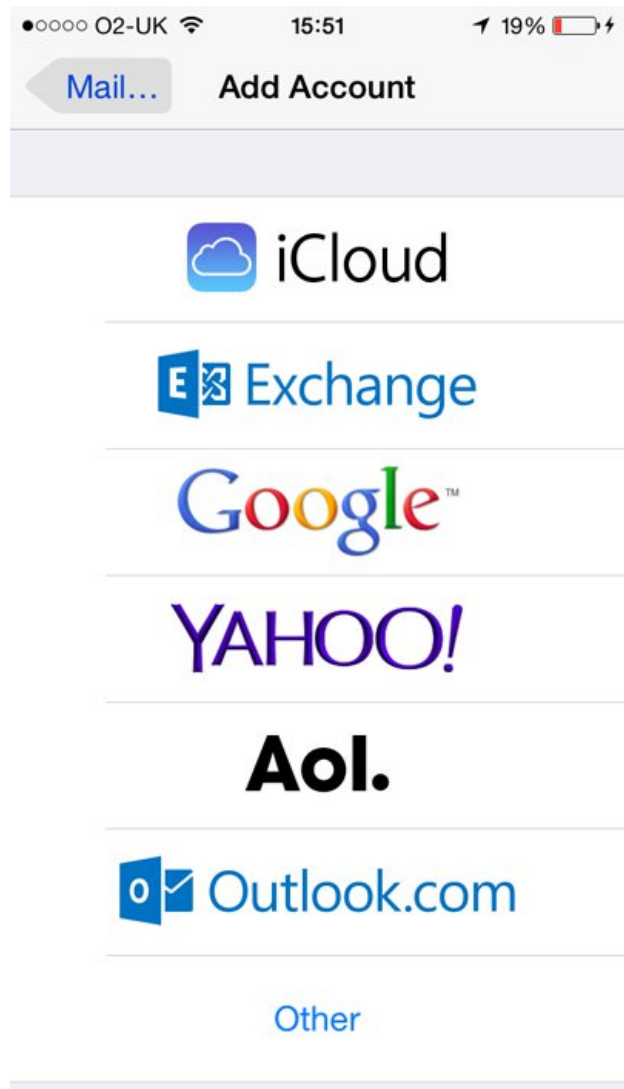
On an Android phone or tablet, install the free Microsoft Outlook app from the Google Play Store. *(You can't simply add a Microsoft or Outlook account in the Android 'add account' setting, unfortunately. You can try adding an Exchange account, but it doesn't work with all Microsoft accounts.)*

When you first install it on your phone a message pops asking you if you want to link it to other account, including Gmail. Choose this, and your calendars are synced.

### iPhone & iPad

The Calendar app on an iPhone and iPad can display a combined Google Calendar and Outlook Calendar too. Go to Settings, Mail, Contacts, Calendars and tap Add Account.

Use the options to add Google and Outlook.com accounts. Accept the offer to sync calendars and that's it. Events added to Google Calendar, Outlook.com Calendar or Outlook if it's synced with Outlook.com, automatically appear in the iOS Calendar app.

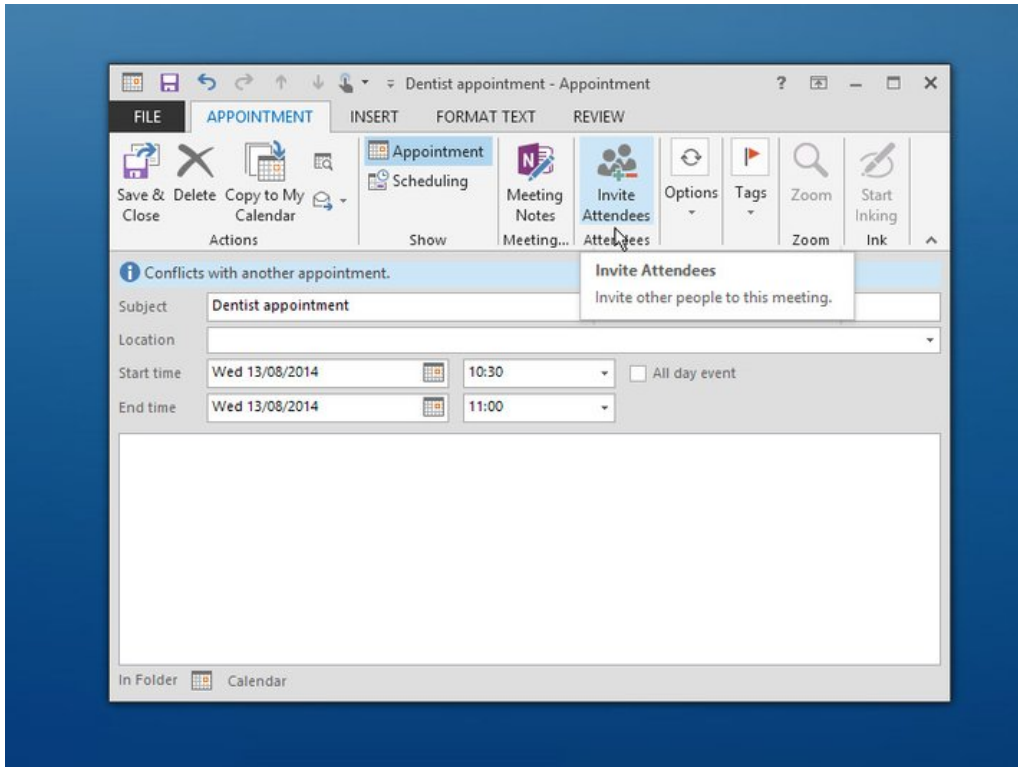


## Use invitations

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One way to make an appointment appear in both Google and Outlook calendars simultaneously is to simply invite yourself by entering your email address when creating a new event. You basically create a meeting with yourself, so in Google Calendar you would invite yourself by adding your Outlook or Outlook.com email address.

Outlook adds a calendar invitation from Google as an unconfirmed event. You can leave it like this or click the **Accept** button in the email to confirm it. Outlook.com does not automatically add invitations to the calendar and you have to click **Accept** in the email.



You can manually accept emailed invitations sent from Outlook/Outlook.com to Google Calendar in Gmail, but there is a better way. Click the gear button in Google Calendar and selecting **Settings**. On the **General** tab is an option to **Automatically add invitations to your calendar**.

Do not show weather  
 Show weather based on my location:  
 ° C  
 ° F

Yes  
 No  
 Display events that you have declined:

Yes  
 Yes, but don't send event notifications unless I've responded "Yes" or "Maybe"  
 No, only display invitations to which I have replied  
**Automatically add invitations to my calendar:** [?](#)

Yes  
 No  
 Automatically add video calls to events that I create:

[Learn more](#)

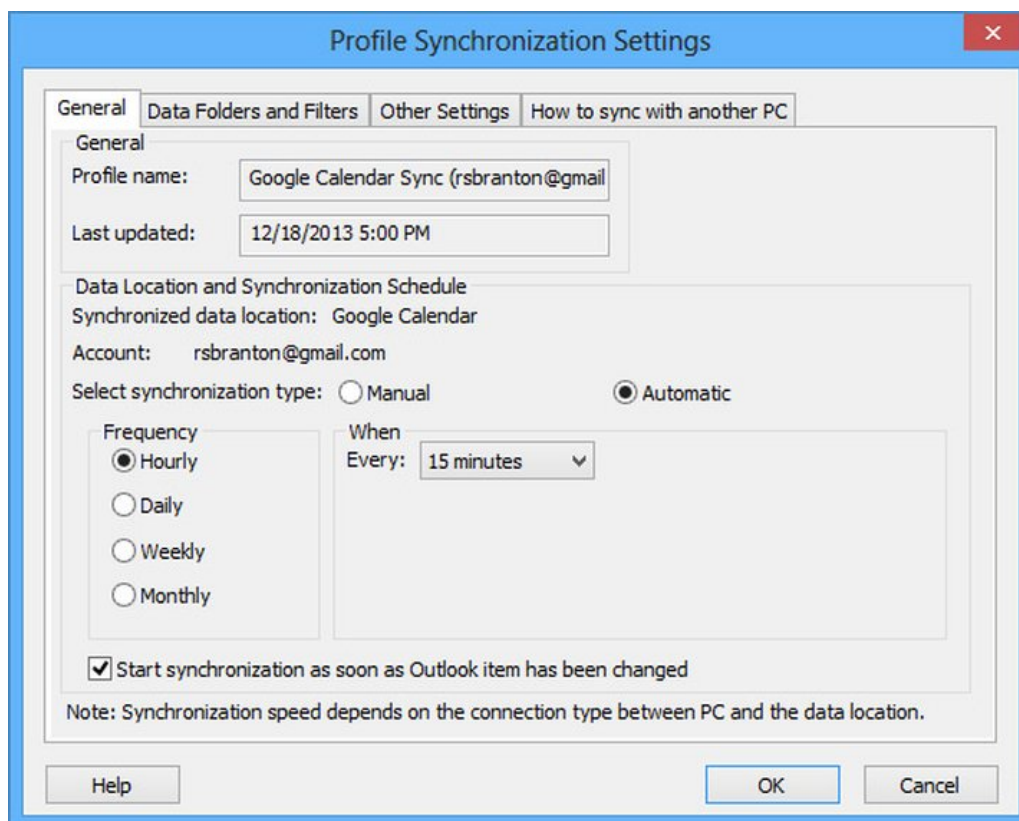
Alternative calendar:

## Third-party apps and services

If you don't want to use any of our workarounds, there are apps and services that sync Google and Outlook calendars. Here are a few of them you might like to try, some of which are free.

SyncGene can sync contacts, calendars and tasks automatically across iPhone, Android, Outlook, Gmail and apps. There is a free version which is limited to two data sources and does not offer automatic syncing, but a paid-for subscription works out at \$4.95 per month. If you do subscribe, bear in mind there's a 14-day refund policy, so ensure you're happy before that time is up.

Sync2 (image below) syncs Outlook with Google Calendar and does a lot more besides for £29.95. It can sync on a schedule or whenever a change in Outlook is detected.



OggSync does a similar job and v8.1 fixes sync problems introduced by changes at Google, but costs \$29.95 a year.

gSyncit v5 is a \$19.99 Outlook add-in that enables one and two-way syncing between Outlook and Google calendar and is highly recommended by those who use it.

Yet another option is Scand Outlook4Gmail which syncs your Outlook calendar with your Google calendar. It can also sync contacts and a single licence costs \$28.98.

## Free options

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Calendar Sync appears to be the perfect replacement for the old Google sync tool for Outlook users. It's a **free** app that is very easy to use and does exactly what you want. Note, though, that the free version will only sync events within 30 days of the sync date, so if you need to sync recurring events, you need Calendar Sync Pro which costs \$9.99.

Enter your Google username and password and click Save Settings. Click Sign in to Google at the bottom to authorise it.

Now you can select the Google calendar to sync, if there is more than one, and whether Google or Outlook is the master calendar. A two-way sync by last modified date is possible and you can choose to delete duplicates in Outlook or Google. The Auto Sync tab enables you to sync automatically, but don't sync too often because Google imposes limits.

Some people like Calendar Sync, while others says it causes problems.

Another option is , which is free and regularly updated. It can sync events including attendees and reminders. It doesn't have to be installed and works behind web proxies.

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