

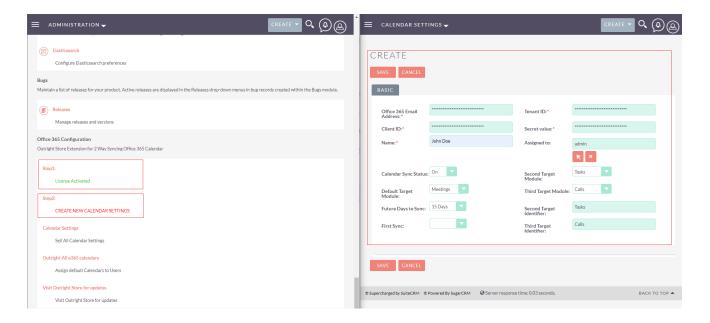
**SuiteCRM** Office 365 Calendar

**User Guide** 

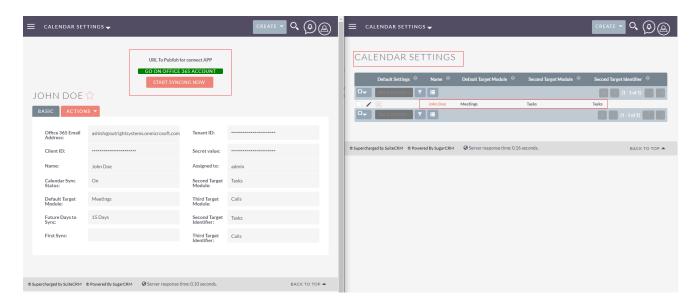


## **User Guide:-**

1. Once the license is verified, go to step 2 and configure your Office 365 account. Choose the default first, second, and third target module.

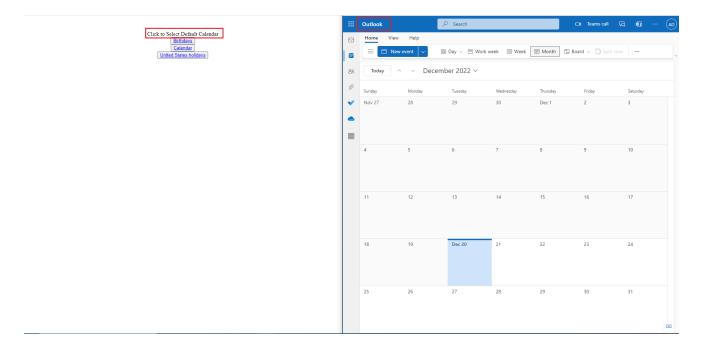


2. Click on start syncing now button.

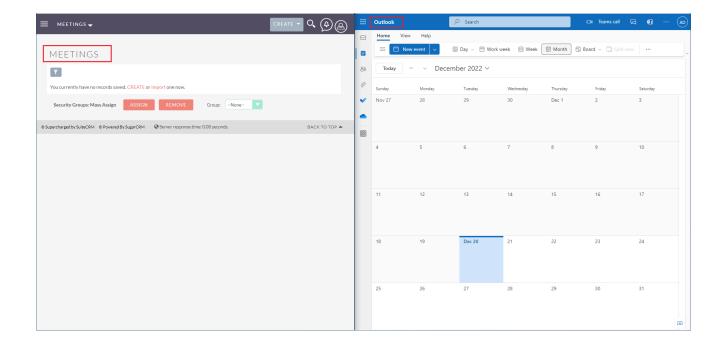




3. Choose the default calendar, you want to sync.

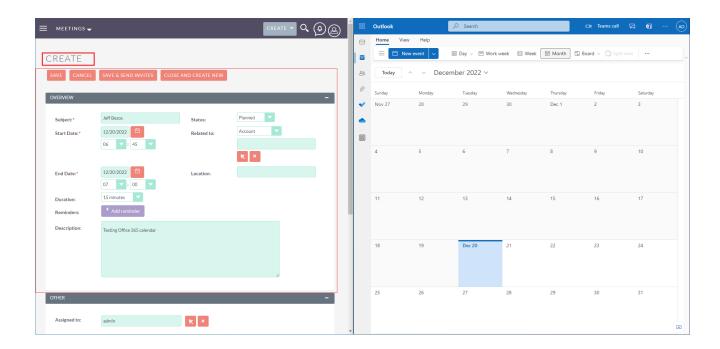


4. Currently, neither SuiteCRM nor Outlook Calendar has any meetings scheduled.

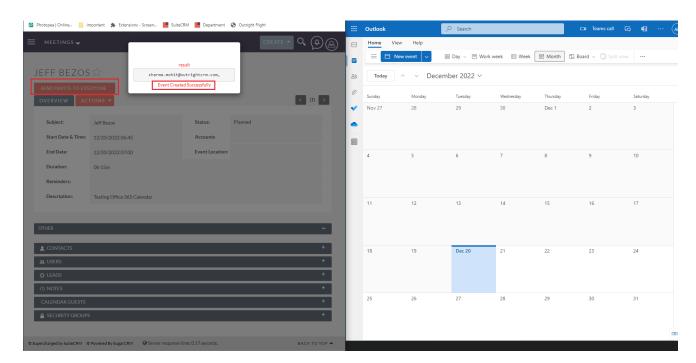




5. Now, we'll create a meeting in the SuiteCRM.



6. Once the meeting is created, click on send invite to everyone button.



## Office 365 Calendar



7. As you will notice, the meeting is synced in real-time with Outlook Calendar.

