

# 7 tools to synchronize Microsoft Outlook with Google Calendar

Both Microsoft Outlook and Google support multiple calendars, so using the synchronization option may be simpler than managing events on two different services.

In 2014, stopping Google Calendar Sync left two 'orphans' - Microsoft Outlook Calendar and Google Calendar. It is an immediate blow to the productivity of people who use both of these tools to manage tasks intelligently. The good news is, you can still connect Outlook to Google Calendar.

The only question you need to ask is why to do so.

## How to sync Microsoft Outlook with Google Calendar without Sync

1. Why sync Microsoft Outlook with Google Calendar?
2. The best tool to sync Google Calendar with Outlook
  1. 1. Calendar Sync for Outlook and Google Calendar (Free, paid)
  2. 2. Outlook Google Calendar Sync (Free)
  3. 3. gSyncit (Paid, Trial)
  4. 4. G Suite Sync for Microsoft Outlook
  5. 5. Microsoft Flow
3. Smartphone app for syncing Outlook with Google Calendar
  1. 1. Use the Calendar mobile application
  2. 2. Use the default iPhone calendar

## Why sync Microsoft Outlook with Google Calendar?

Maintaining 2 different calendars can be very time consuming. But in some situations this job is necessary. Such as:

1. You do 2 jobs that require the use of 2 different calendars.
2. Two calendars can serve different purposes - Yes, one is a personal calendar and the other is a work calendar.
3. You travel a lot and trust Microsoft Outlook Calendar on your desktop more than Google Calendar on the web. However, Google Calendar can work offline.
4. You have set up Google Calendar to collaborate on a special task and want to view information in Microsoft Outlook.
5. Perhaps, you simply love the calendar application and could not help but have them.

In a busy life, you'll want to see events in both calendars. So keep them in sync. Use these third-party tools instead of the previous official Google plug-in.

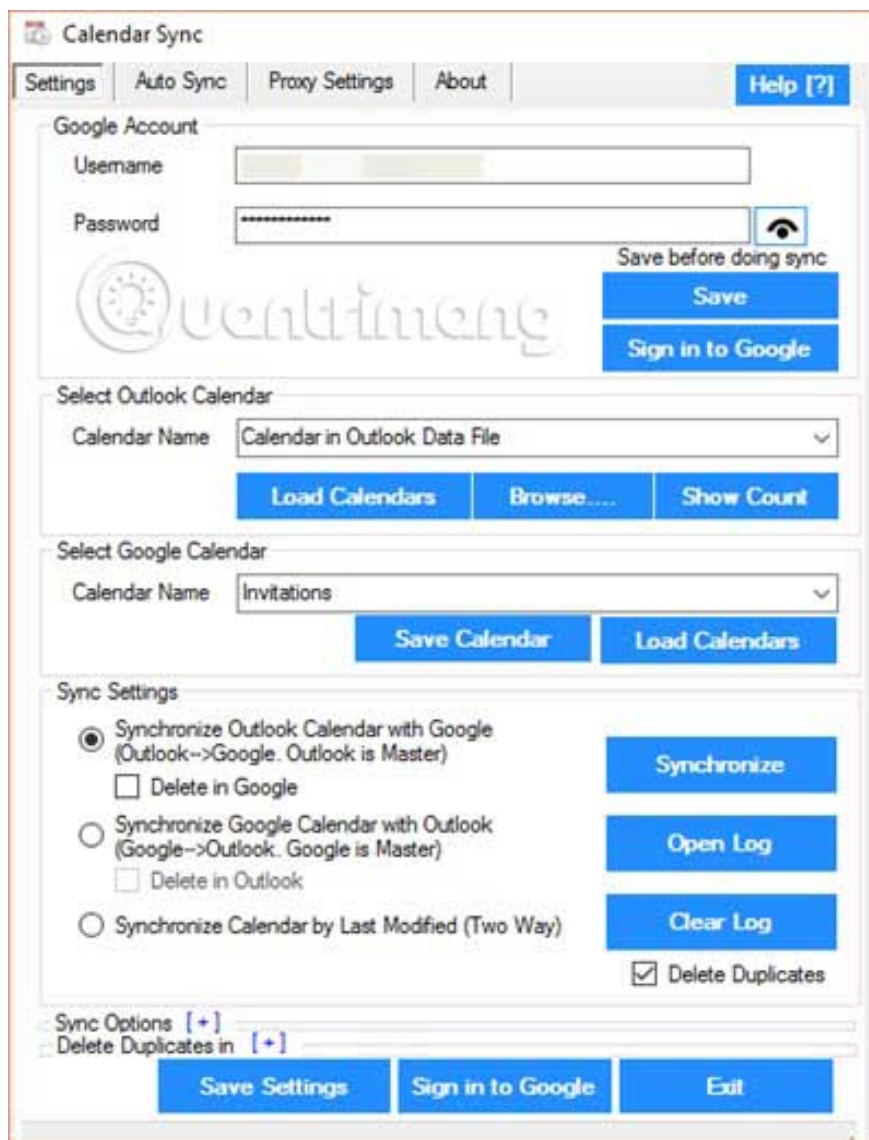
## The best tool to sync Google Calendar with Outlook

Organize Microsoft Outlook and Google Calendar. That helps increase productivity on Outlook when you start merging data with Google Calendar with these tools.

### 1. Calendar Sync for Outlook and Google Calendar (Free, paid)

Download link:

<http://www.pppindia.com/calendar-sync/index.html>



Calendar Sync (version 3.9.3) is a software that allows you to set up one-way sync, with Microsoft Outlook or Google as the main application. The one-way limit is removed in the paid version. The free version is also

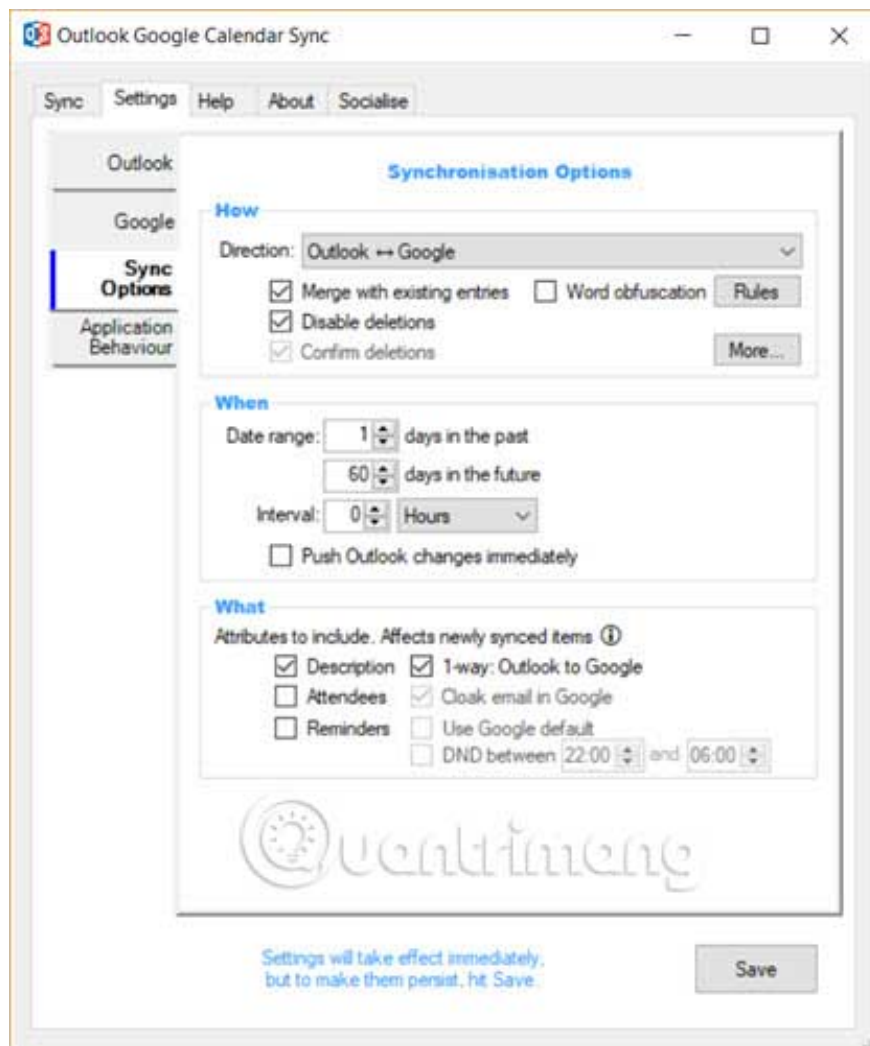
limited to syncing appointments and events within the past 30 days.

The Pro version (\$ 9.99 - 230,000 VND) allows you to synchronize 2-way all events and even use custom date ranges. The freedom to use multiple calendars and additional profiles is also a noticeable feature for the Pro version.

Both free and Pro versions are available as portable. Here are the core features of the free Calendar Sync utility:

1. Choose a calendar to sync.
2. Sync Categories / Colors in Outlook with Google Calendar.
3. One-way sync supports deleting duplicate events.
4. Auto-sync, scheduled sync, and sync with custom date range.
5. Make Outlook Reminder match the prompts that appear in Google when syncing.
6. Automatically synchronize in the background every 5 minutes or set a time fixed.
7. Support Google 2-step authentication when enabled.
8. Sync events and mark them as Private.

## 2. Outlook Google Calendar Sync (Free)

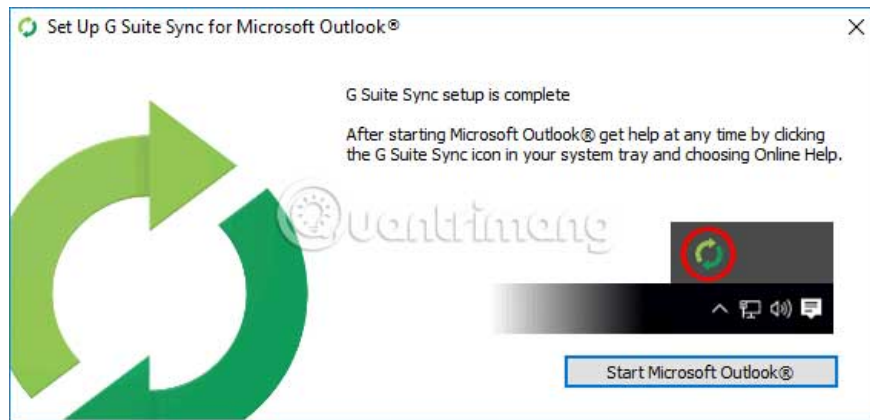




3. Experimental: Sync Outlook notes with Google Keep notes.
4. Selectively to sync public and private appointments.
5. Customize sync options to control how, when and what you want to sync.
6. Multiple account sync feature is supported.

Download gSyncit for Windows (\$ 19.99 / 460,000VND).

#### 4. G Suite Sync for Microsoft Outlook



If you're in a collaborative group, G Suite is a recommended cloud productivity tool. The suite includes Gmail, Docs, Drive and Calendar. Enterprise software also gives you the ability to interact with Microsoft Outlook and additional security options, such as two-factor authentication and SSO.

G Suite Sync for Microsoft Outlook (version 4.0.19.0) is a bridge between both tools. G Suite Sync for Microsoft Outlook was formerly known as Google Apps Sync for Microsoft Outlook.

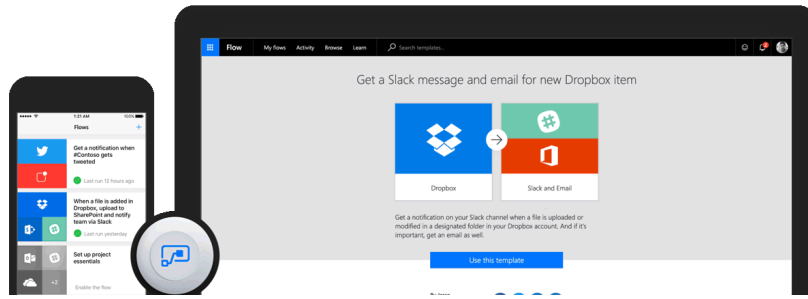
A detailed comparison between both calendars is available on the G Suite support page. Reference at:

<https://support.google.com/a/users/answer/156594>

Main function:

1. Sync multiple calendars with Google Calendar from Microsoft Outlook.
2. Includes events, reminders, descriptions, attendees and locations.
3. Share calendars from Google Calendar with other Microsoft Outlook users.

#### 5. Microsoft Flow



Microsoft Flow is designed to remove IFTTT. Like IFTTT, you can create workflows that automatically connect two or more online services together.

Currently, there are 240 connectors for various online services and one of them is the 'bridge' between Google Calendar and Microsoft Outlook Calendar. There are separate connectors for Outlook 365 and Outlook.com

For Outlook.com: You can use the Google Calendar to Microsoft Outlook.com Calendar connector to synchronize events between both applications. Or, use the Outlook.com calendar to Google Calendar connector to bring a copy of an event created in Microsoft Outlook Calendar to Google Calendar.

Microsoft Flow cloud connectivity is a simple solution to keeping both calendars synchronized across all platforms.

## Smartphone app for syncing Outlook with Google Calendar

This will need a change in your calendar usage, but give you the simplest solution. Like most things today, the solution is in your hands 24 × 7: Smartphone. Please choose one of the following 3 methods.

### 1. Use the Calendar mobile application

Both Microsoft Outlook and Google Calendar have apps for Android and iOS. Installing both applications is a simple solution, but with timely notifications and smart scheduling, you can configure both calendars for specific events.

Microsoft has also introduced shared calendar support for recent Outlook customers. Now your contacts may also have access to specific Microsoft Outlook calendars.

1. Download Microsoft Outlook for iOS | Microsoft Outlook for Android (Free).
2. Download Google Calendar for iOS | Google Calendar for Android (Free).

### 2. Use the default iPhone calendar

The Calendar app on iPhone and iPad can display Google Calendar in combination with Microsoft Outlook Calendar. **TipsMake.com** took a closer look at how to sync Outlook Calendar with previous iPhones.

Go to **Settings > Passwords & Accounts > Add Account** , then click the **Outlook.com** logo .

Follow the same path to add Google Calendar. See **TipsMake.com** 's guide to adding Google Calendar to iOS.

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 Website & App Passwords 9 >

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ACCOUNTS

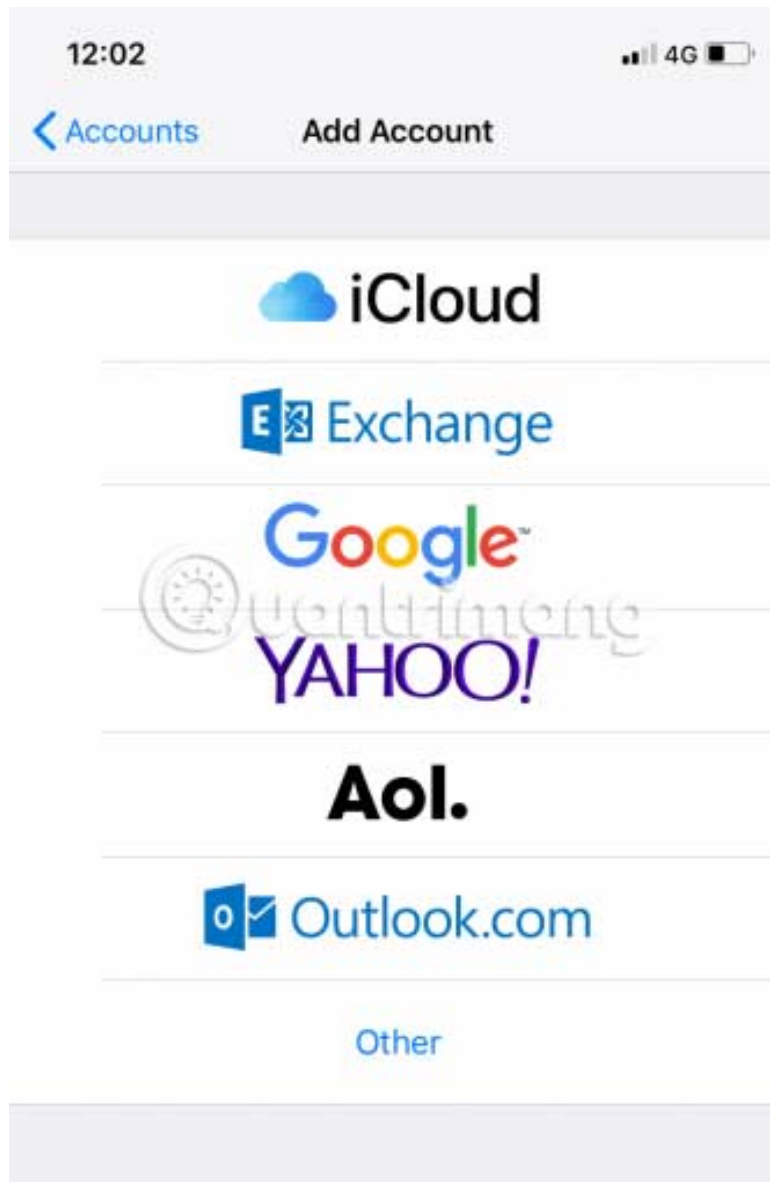
iCloud  
iCloud Drive, Mail, Contacts, Calendars, Safari and 6 more... >

Gmail  
Mail, Calendars, Notes >

Add Account >



Fetch New Data Automatically >



Log in to both applications and enable sync. Any event added to either calendar will appear in the Calendar application.

Both Microsoft Outlook and Google support multiple calendars, so using the synchronization option may be simpler than managing events on two different services.

Using a single ecosystem is much more convenient. So if you're in Google and want to forward your Outlook email to Gmail, here's how you can do it.

Hope you are successful.

You finished reading the article "**7 tools to synchronize Microsoft Outlook with Google Calendar**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

