

The best way to sync Outlook Calendar with iPhone

If you are wondering how to sync Outlook Calendar with your iPhone, the following article will explain everything you need to know.

Chances are you have two different types of calendars. For personal calendars, you can use Google Calendar or online calendar similar to iCloud. Or even, you can just use a paper calendar hanging on the wall.

For work, calendars often have to perform more functions. You need to share calendar entries, meetings, invitations, and more. Many workplaces use Outlook and Exchange for these purposes. If you are wondering how to sync Outlook Calendar with your iPhone, the following article will explain everything you need to know.

How to sync Outlook Calendar with iPhone?

1. Install the Outlook app for iPhone - The easiest way
2. Use the Outlook application for iOS
3. Sync Outlook with the iOS calendar app
4. Set up an Outlook account
5. What happens if the synchronization works incorrectly?
6. What about synchronizing tasks on Outlook?

Install the Outlook app for iPhone - The easiest way

If you don't want to touch the settings on your iPhone too much, you can choose the Microsoft Outlook application for iPhone to sync your calendar. This is also a good option if you do not want your calendar and personal calendar to be mixed in the same application.

If the complexity of Outlook on a Mac or Windows makes you wary of Outlook for the iPhone, don't worry. The mobile version of Outlook was originally called Acomplii, before Microsoft acquired its developer. This app has won a lot of aroma and has gradually become better since then.

To get started, open the App Store on iPhone and search for Outlook (or use the link below). Once you've found the app, tap its icon, then press the **Get** button to start downloading. Outlook is free and there is no in-app purchase option, so don't worry about paying any costs.

Download Microsoft Outlook (Free).

Use the Outlook application for iOS

When Outlook is installed, find the icon and click on it to start the application. You will be prompted to sign in with your Microsoft or Office 365 account. If a third party hosts your Exchange account, you can also use your login information for that server. After logging in, you will see the main screen of the application.

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Outlook



Cancel



Group Email - mail 2...

Mass Email from Excel

\$17.99

Ad

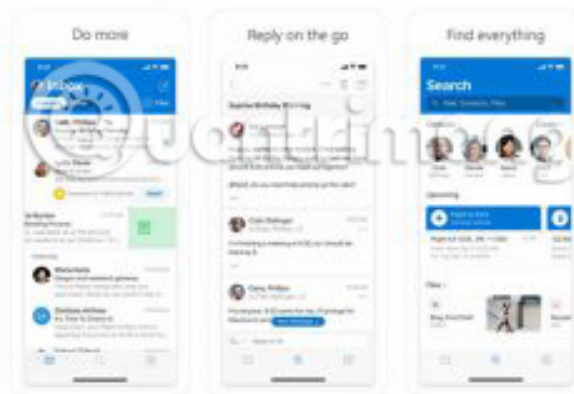
Groups:
Save your own contact groups



Microsoft Outlook

Email and calendar

★★★★★ 1.18M



STORY

6 Cool Features in the New Outlook

Because organized email is an organized life.



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11:24

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Add Account

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Enter your work or personal email

Email Address

Add Account

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11:22



August



S M T W T F S

Agenda ✓

Day

3-Day

Month

Thursday, August 15

No events

Friday, August 16

No events

Saturday, August 17

No events

Sunday, August 18

No events

Monday, August 19

No events

Tuesday, August 20



Quantrimang

Like Outlook for desktops, Outlook for iPhone handles mail, calendar, contacts, etc. To access the Outlook calendar, tap the rightmost icon on the bar at the bottom of the screen. By clicking on the icon above the bar at the top of the screen, you can choose from different viewing modes including **Day**, **Three-day**, **Month** or **Agenda** .

Sync Outlook with the iOS calendar app

If you don't want to install another application to sync Outlook Calendar to your iPhone, you just need to add Outlook Calendar just like you would add any other account to your phone. This is also a good option if you just want to add the calendar from your Exchange account to your phone. Using the above Outlook option also brings email accounts and contact data.

Before you start, you will need to make sure you have the information you need. For accounts stored on Microsoft Outlook and Office 365, you will only need the username and password. If you use a company account, you may need other information, including server addresses. Exchange's auto-detection function usually handles this for you, but you may want to have useful information anyway.

Set up an Outlook account

To get started, open the **Settings** app on your phone and scroll down until you see **Passwords & Accounts** . Touch this section, then click **Add Account** , which will appear at the bottom of the list of available accounts on your iPhone.

Here, select **Exchange** or **Outlook.com** depending on the type of account you have. If you're not sure, Exchange is probably the right choice. Enter the email address and description for your Exchange or Outlook.com account, then choose to use the auto-detect feature or manually enter your account details.

After you have entered your information, the application will try to connect to the server. If the connection process is successful, you will see a screen that allows you to choose what you want to synchronize from the server. Activate **Calendars**, as well as any other account information you want to sync.

4:51



< Accounts

Add Account

 iCloud

 Exchange





 Aol.



Other

4:51



Cancel

Exchange

Next

Email email@example.com

Description My Exchange Account

Adding an Exchange account will allow the Exchange administrator to remotely manage your device. The administrator may collect personal data, add/remove accounts and restrictions, list, install, and manage apps, and remotely erase data on your device.

Exchange Device ID

K1D12Q85CT6T7B5AF32L674A9K



4:52 ↻



Cancel

Exchange

Save



Mail



Contacts



Calendars



Reminders



Notes



If you have just set up your iPhone for the first time, you can also activate other accounts here. For Google Calendar users, see the TipsMake.com tutorial on how to synchronize Google Calendar with iPhone.

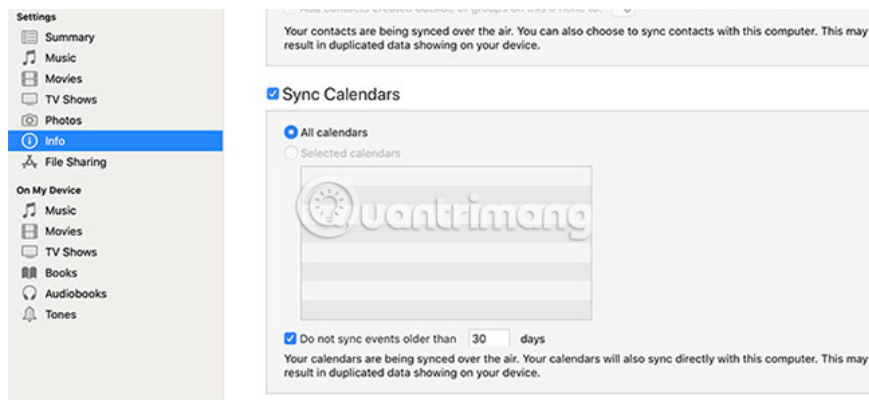
What happens if the synchronization works incorrectly?

In most cases, your Outlook Calendar and other data will sync perfectly, regardless of which option you used above. However, in some cases, you may be in trouble.

If your iPhone calendar doesn't sync with Outlook, the first thing you should check is the server status. You can try visiting the Microsoft 365 Service Health page to check if Outlook.com or Office Online is working properly. If you use Office 365 for a business or third-party Exchange provider, you may need to check with someone at the company for information about server status.

In case the online synchronization feature does not work, but you really need calendar information on your phone, you can sync via iTunes. To do this, plug your iPhone into a Mac or PC running iTunes. Then select the iPhone device icon and click **Info** in the left menu.

Here, scroll down until you see the **Sync Calendars** option and make sure it's selected. On macOS, make sure you sync your Outlook account in the **Internet Accounts** control panel under **Settings**. On Windows, beside the **Sync Calendars** option, you will see a drop-down menu. Here, choose to sync with Outlook.



What about synchronizing tasks on Outlook?

For some people, the calendar application, specifically the Outlook Calendar, which does not support tasks is unacceptable. Fortunately, adding support for Exchange tasks to iPhone is easy.

If you use the Outlook app for iPhone, you'll get support for integrated tasks. This is handled by another Microsoft application, **Microsoft To-Do**. Search and install this application from the App Store or the link below, then log in with the same information you used with Outlook.

For their Outlook Calendar users with the integrated iOS Calendar application, this is even easier. Just make sure you check the **Reminders** option, in addition to **Calendars** under the **Passwords & Accounts** section of the **Settings** app. Now you can see your Outlook tasks in the **Reminders** app.

Download Microsoft To-Do (Free).

Apple Calendar application is quite rich in functions, especially when there is an integrated map and travel time estimation feature. However, it does not have all the features that users want. Outlook, mentioned here, is an option, but it lacks some of the calendar functions you may need.

Do not worry! There are many other options available for iPhone. If you're not sure where to start, **TipsMake.com** has a list of the best iPhone calendar apps that you can use to find the right tool for you.

Wish you find yourself the right option!

You finished reading the article "**The best way to sync Outlook Calendar with iPhone**" 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.