

Syncing 2+ Calendar Appointments with Microsoft Outlook

WinTen 2+ provides users the ability to sync WinTen 2+ calendar appointments with a Microsoft Outlook calendar. This syncing ability applies to the following screens in WinTen 2+:

- **Schedule Certifications Screen**
- **Calendar Screen**
- **Schedule Inspections Screen**

When you sync WinTen 2+ Calendar appointments to Outlook, it syncs the previous month and 6 months in advance. Syncing works if you add an appointment or delete an appointment. For example, suppose you schedule a tenant interview in the WinTen 2+ Calendar and then sync it to your Outlook calendar. Later in the week, the tenant calls your office to cancel the appointment. If you delete the appointment in WinTen 2+ and sync to Outlook again, that appointment will be removed from your Outlook calendar.

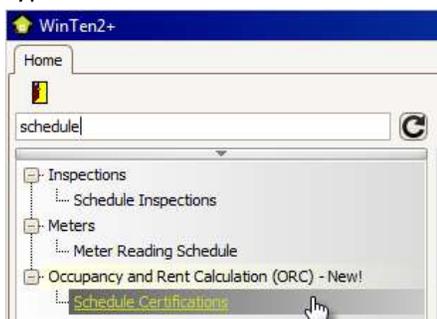
Note: The WinTen 2+ sync feature is one-directional. Users can only sync items from the WinTen 2+ calendar to their Outlook calendar. Users cannot sync Outlook appointments to their WinTen 2+ calendar currently. Syncing WinTen 2+ appointments with Outlook does not affect any existing Outlook appointments accepts those previously synced from WinTen 2+.



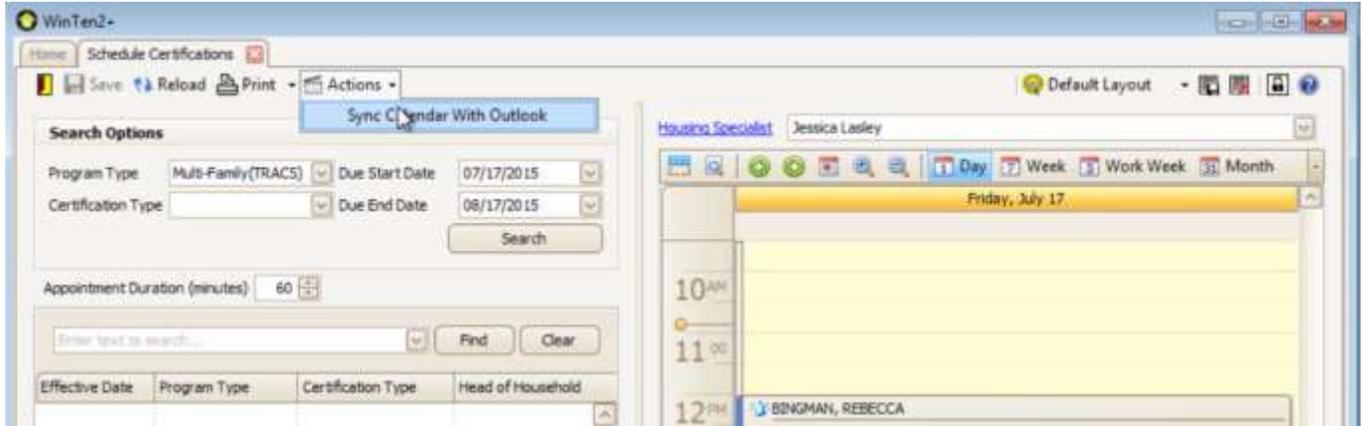
Important! Outlook must be running on your machine prior to syncing. Attempting any of the sync actions without first opening Outlook will prohibit any syncing from occurring.

Sync Appointments from the Schedule Certifications Screen

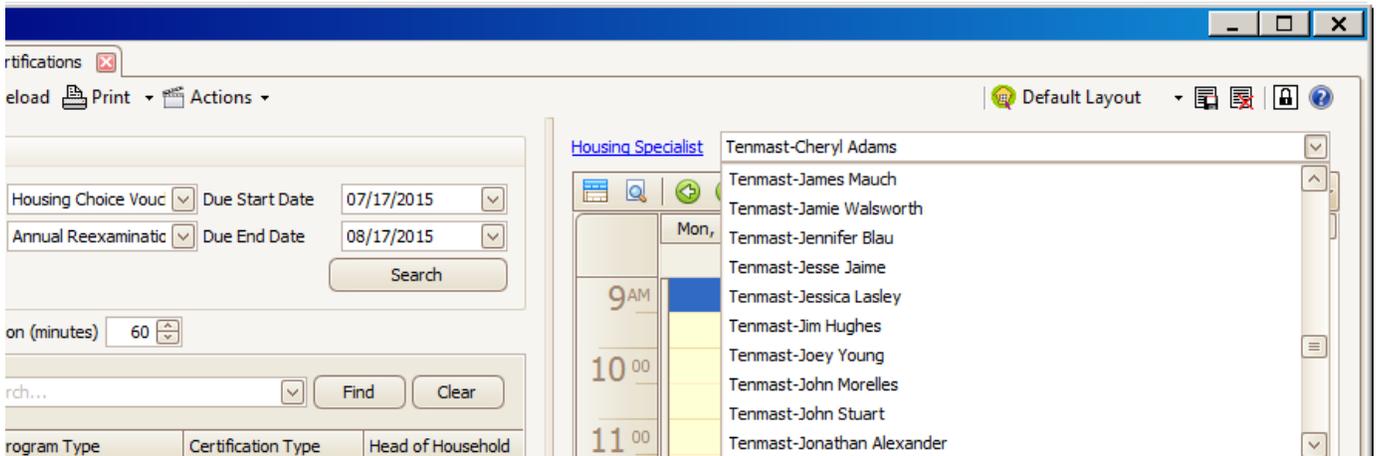
1. Type 'schedule' in the **Search menu** on the **Home** tab and click on **Schedule Certifications**.



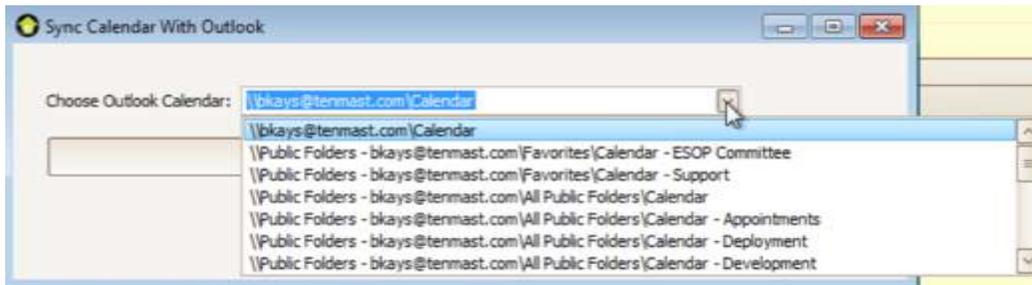
2. Select the **Program Type**, **Certification Type**, **Due Start Date**, and **Due End Date** in the **Search Options** table. Click **Search**.
3. Locate a tenant from the **Search** results on the left-hand side of the screen and drag the selection to the Calendar and release. Right-click on the appointments to make additional edits.
4. Click the big **Actions** button and choose **Sync Calendar with Outlook**.



Note: You can sync an appointment from any calendar that you have access to. Click the drop-down arrow next to **Housing Specialist** to view the available calendars.



- The **Sync Calendar with Outlook** window opens. You can sync the WinTen 2+ Calendar with any Outlook calendars you have access to. Click the **Choose Outlook Calendar** drop-down arrow and make your selection:



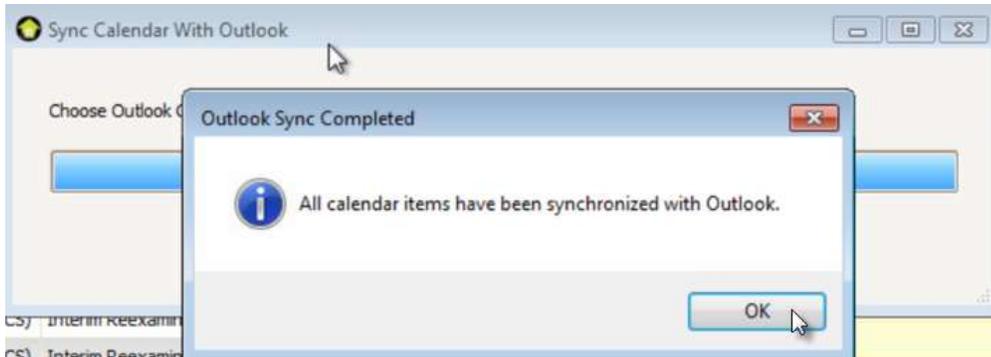
- Make your Calendar selection and click **Sync**.



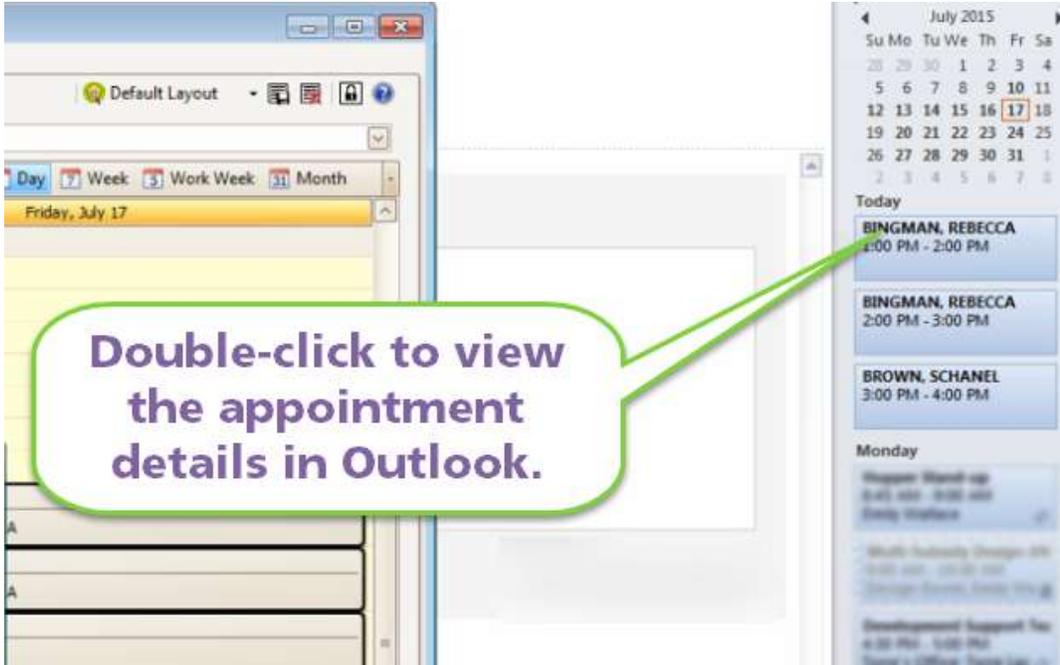
7. A **Microsoft Outlook** security dialog appears. Outlook will confirm that you allow 3rd party access. To prevent the security dialog from appearing every time, check the **Allow Access for** box and choose **10 minutes** from the drop-down menu. Click **Allow** to continue.



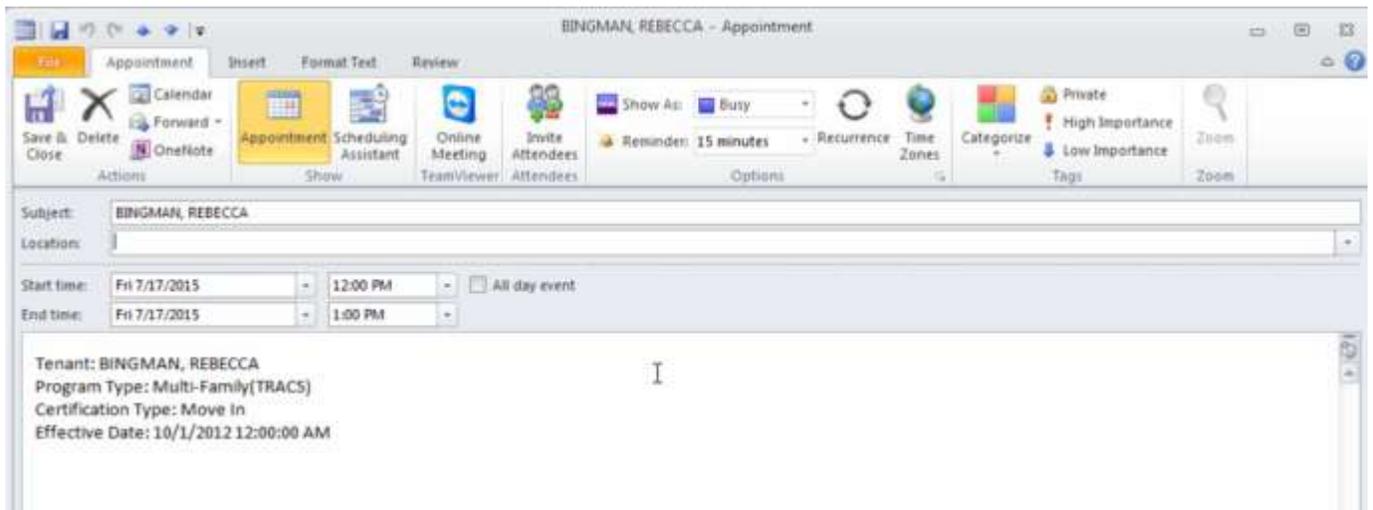
8. Click **OK** once the sync is complete.



9. Return to Outlook. The appointment now appears in your calendar.

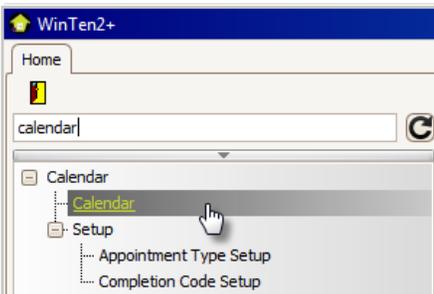


10. Double-click the appointment to see its details.

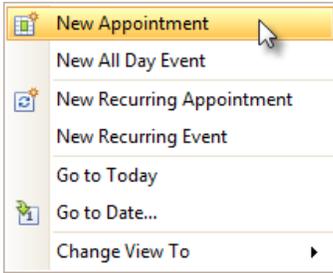


Sync Appointments from the Calendar Screen

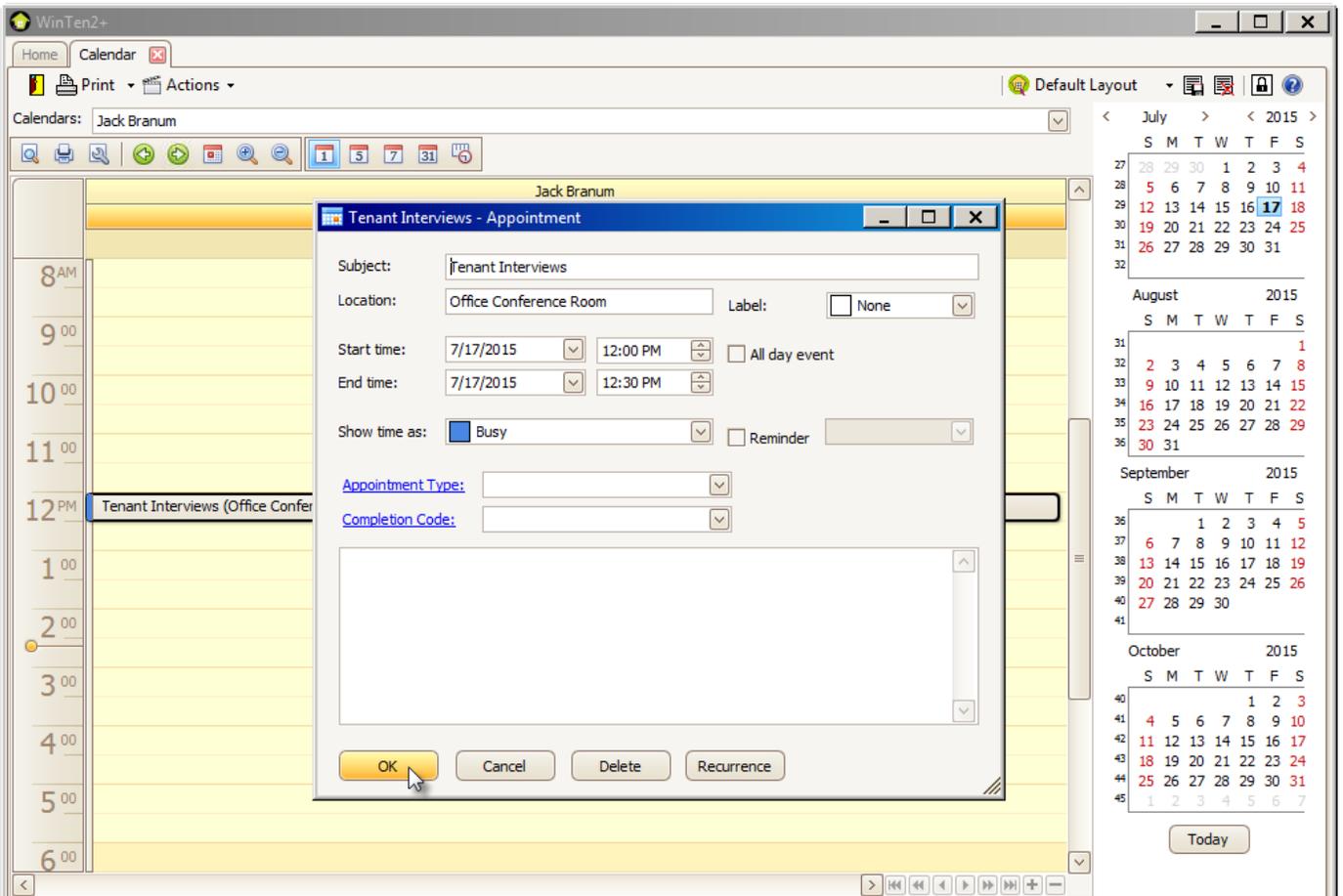
11. Type 'calendar' in the Search menu on the Home tab and click **Calendar**.



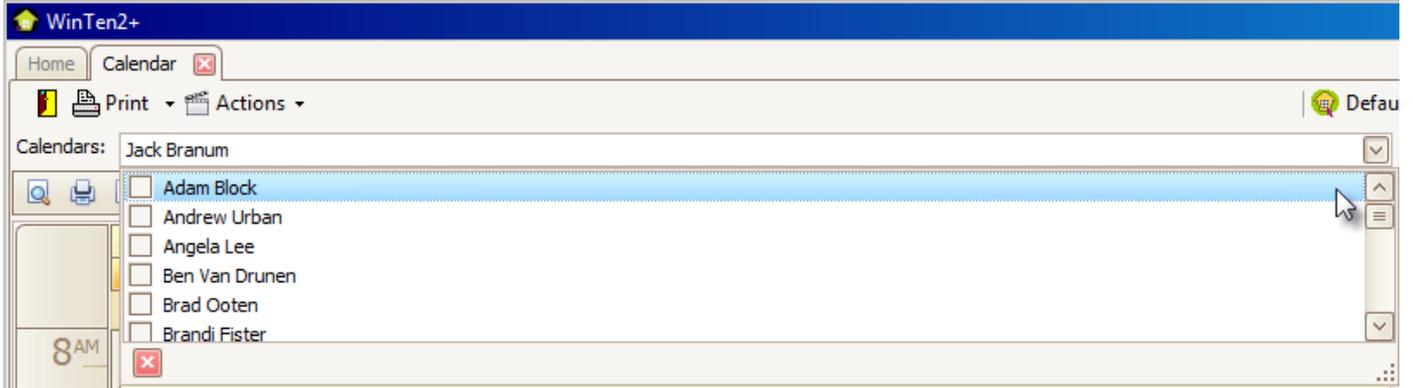
12. Right-click inside the calendar and choose **New Appointment** from the popup menu.



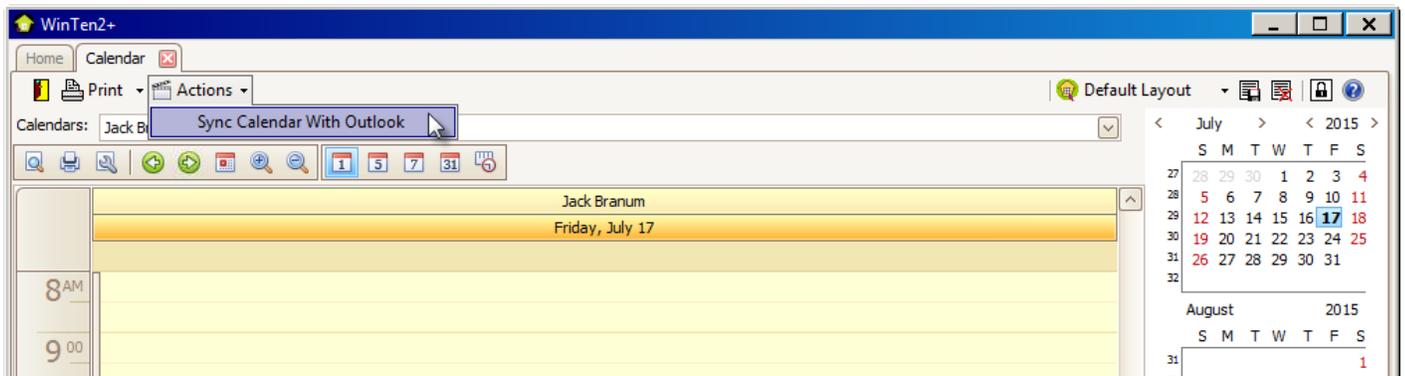
13. Fill in the appointment details and click **OK**.



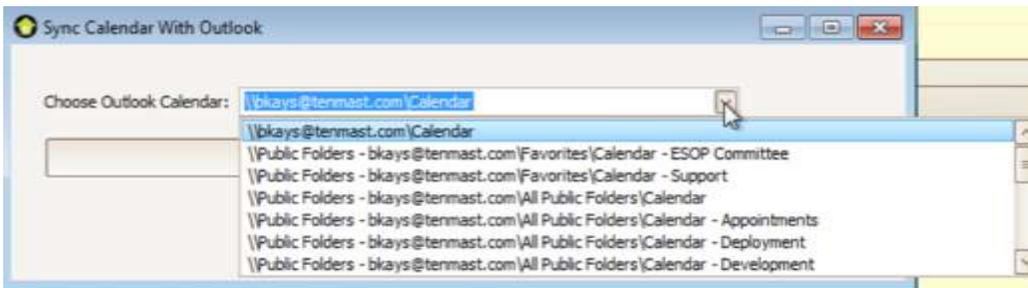
*Note: You can sync an appointment from any calendar that you have access to. Click the drop-down arrow next to **Calendar** to view the available calendars.*



14. Click the big **Actions** button and click **Sync Calendar with Outlook**.



15. The **Sync Calendar with Outlook** window opens. You can sync the WinTen 2+ Calendar with any Outlook calendars you have access to. Click the **Choose Outlook Calendar** drop-down arrow and make your selection:



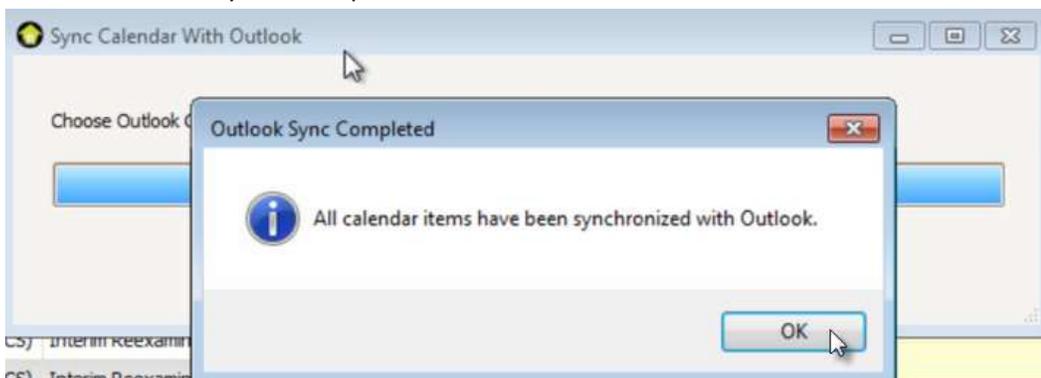
16. Make your Calendar selection and click **Sync**.



17. A **Microsoft Outlook** security dialog appears. Outlook will confirm that you allow 3rd party access. To prevent the security dialog from appearing every time, check the **Allow Access for** box and choose **10 minutes** from the drop-down menu. Click **Allow** to continue.



18. Click **OK** once the sync is complete.



19. Return to Outlook. The appointment now appears in your calendar.

Sync Appointments from the Schedule Inspections Screen

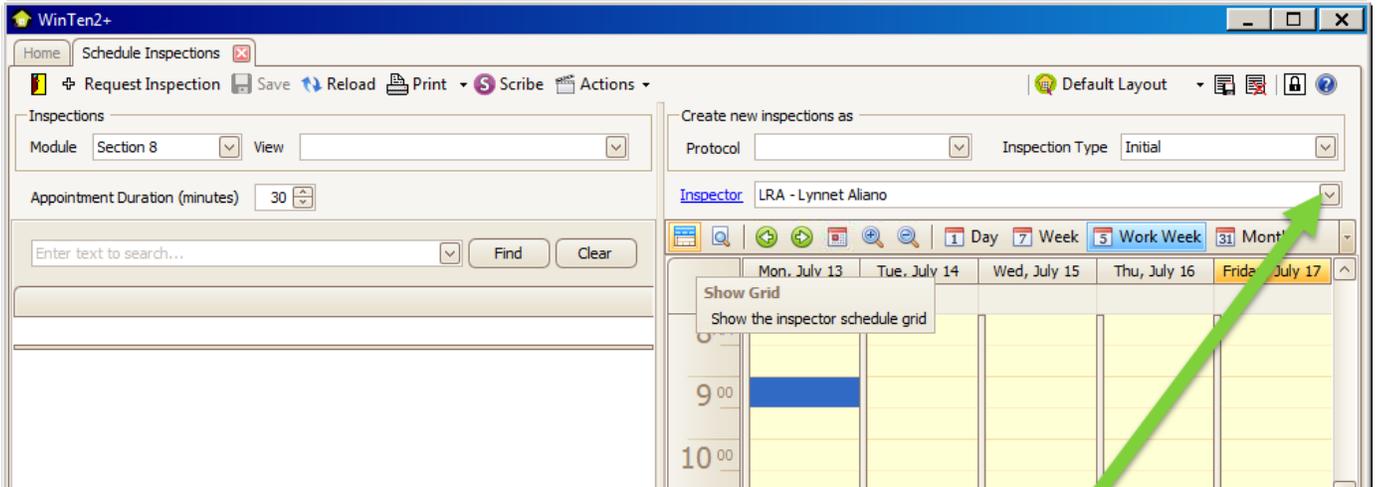
20. Type 'schedule' in the **Search menu** on the **Home** tab and click on **Schedule Inspections**.



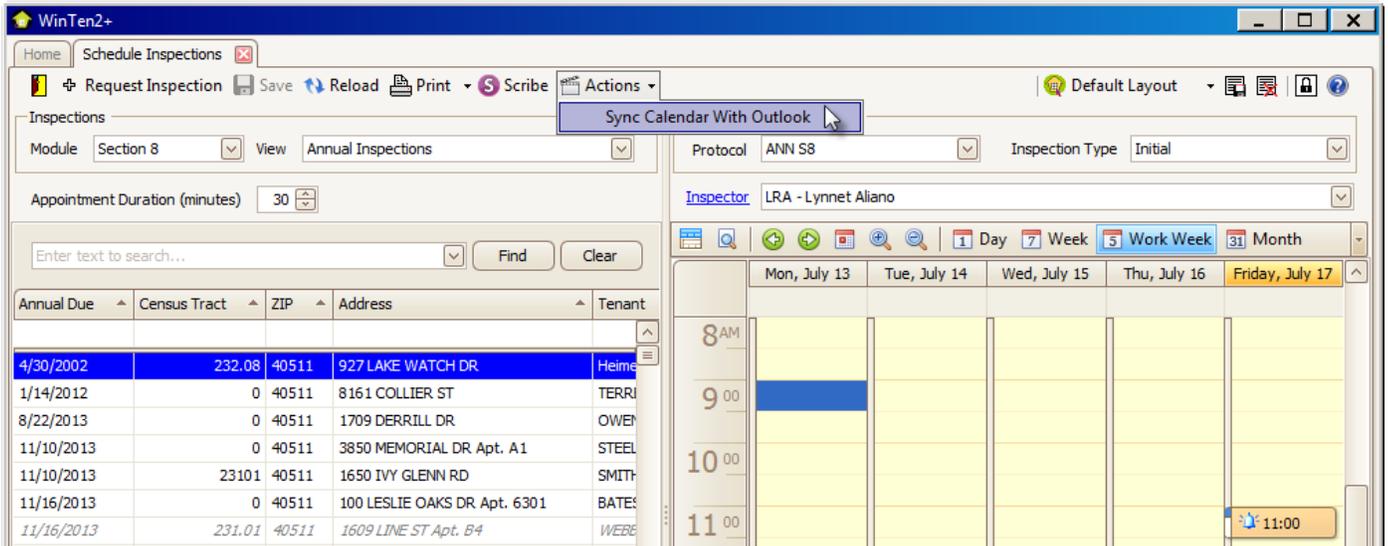
21. Select the **Module** and **View** in the **Inspections** options. Click **Find**.

- If scheduling an existing inspection, select it from the Search results and drag onto the calendar and release.
- If creating a new inspection, select the **Protocol**, **Inspection Type**, and **Inspector**.

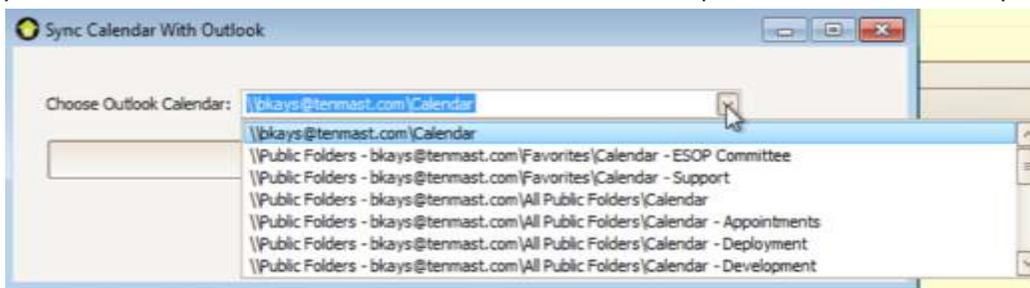
*Note: You can sync an inspections appointment from any **Inspector** calendar which you have access to. Click the drop-down arrow next to **Inspector** to make your selection.*



22. After scheduling inspections, click the big **Actions** button and choose **Sync Calendar with Outlook**.



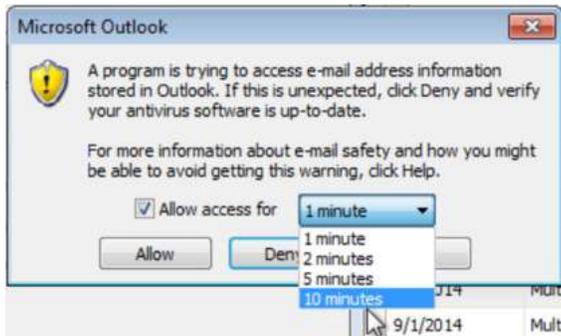
23. The **Sync Calendar with Outlook** window opens. You can sync the WinTen 2+ Calendar with any Outlook calendars you have access to. Click the **Choose Outlook Calendar** drop-down arrow and make your selection:



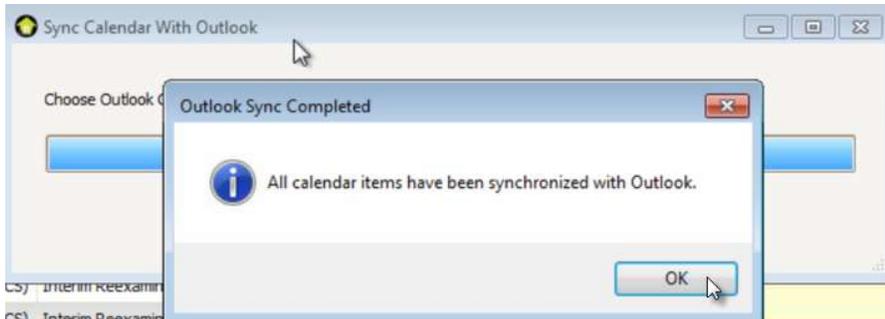
24. Make your Calendar selection and click **Sync**.



25. A **Microsoft Outlook** security dialog appears. Outlook will confirm that you allow 3rd party access. To prevent the security dialog from appearing every time, check the **Allow Access for** box and choose **10 minutes** from the drop-down menu. Click **Allow** to continue.



26. Click **OK** once the sync is complete.



27. Return to Outlook. The appointment now appears in your calendar.