

# How do I synch my meetings and interviews with Microsoft Outlook?

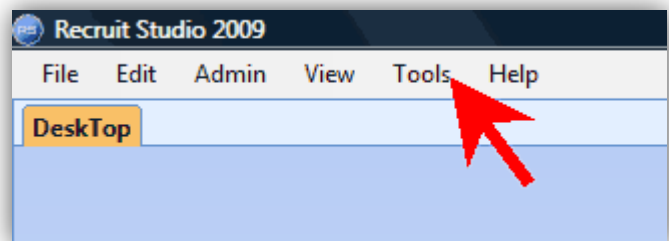
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*If you use Microsoft Outlook you can make Recruit Studio send your client meetings and interviews to your Outlook diary. If you have this option enabled the appointments will be transferred automatically.*

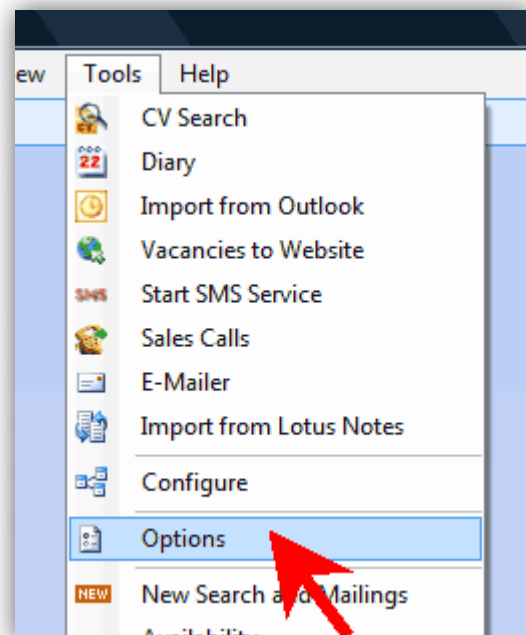
**Note** that this only works for client meetings and interviews created in Recruit Studio. Appointments created in Outlook will not appear in your Recruit Studio diary.

You **do not** need to be logged in as the Admin user to do this.

1. In Recruit Studio go to the Tools menu.



2. Choose 'Options'.



3. Tick the box 'Send interview/meetings details to Outlook'.

Click 'Ok' to close the window.

The screenshot shows the 'Options' dialog box with the 'Select Options' tab selected. The 'Company Name' section contains two text boxes: the first is labeled 'Company Name' and contains 'Sample Data'; the second is labeled 'Short Form Name' and is empty. The 'User Options' section contains several checkboxes: 'Save Question on Tab Close' (checked), 'Auto Reminder for Call Backs (mins)' (unchecked, with a dropdown set to 10), 'Show Candidate Availability' (unchecked), 'Send Interview/Meetings Details to Outlook' (checked, with a red arrow pointing to it), and 'Show Candidates in Company form' (checked). Below these is a 'Default Sector' dropdown menu and a close button. The 'Admin Options' section on the right contains several checkboxes, some checked and some unchecked. The 'Postcode Location' and 'Licence' sections are partially visible at the bottom right.

4. When you next arrange a meeting or interview, the details will automatically appear in your Outlook diary.

