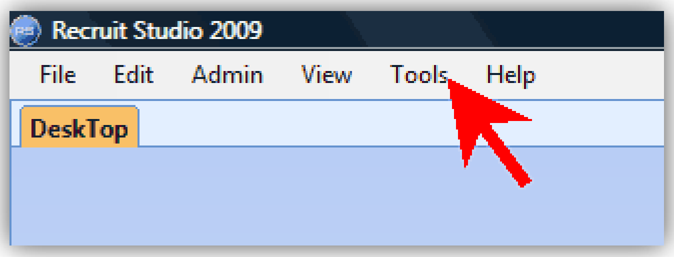
How do I synch my meetings and interviews with Microsoft Outlook?

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.

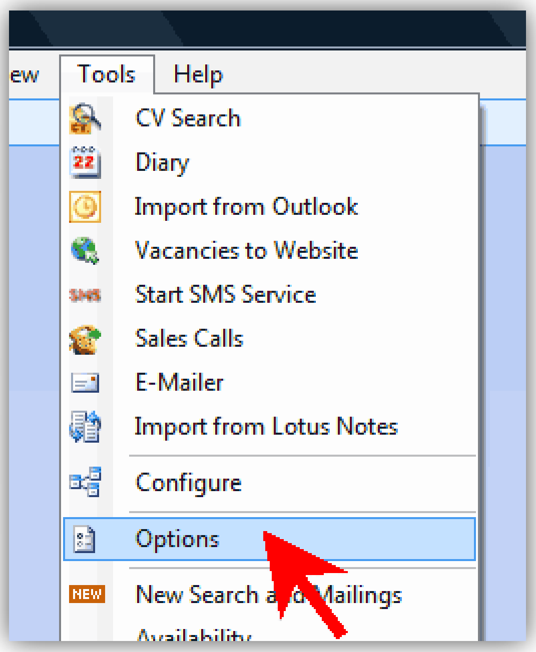
***Note** that this only works for client meetings and interviews created in Recruit Studio. Appointments created in Outlook will not appear in your Recruit Studio diary.*

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

1. In Recruit Studio go to the Tools menu.

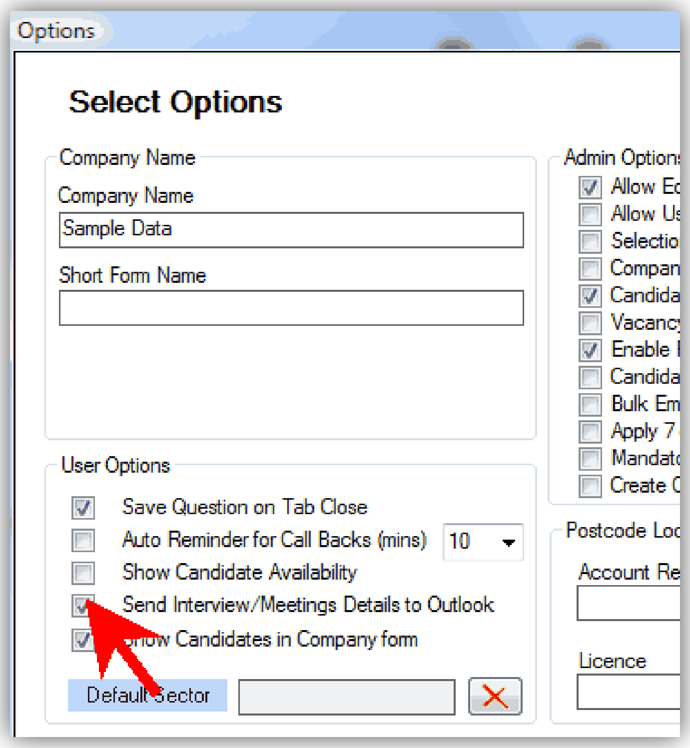


2. Choose 'Options'.



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

   Click ‘Ok’ to close the window.



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