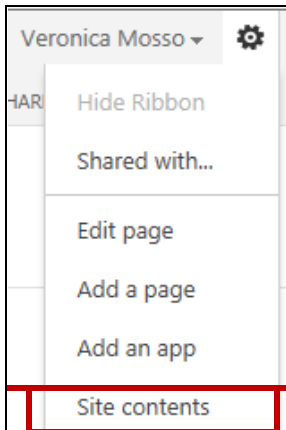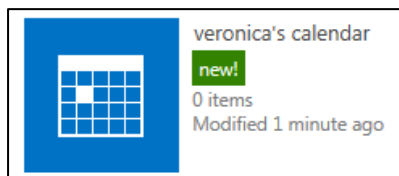# Synchronize Your SharePoint Calendar with Your Outlook Calendar
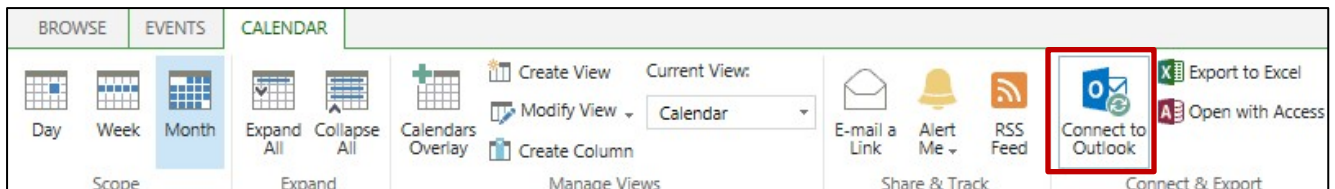
1. On the top right of the browser click the **Gear Icon** (Site Settings)
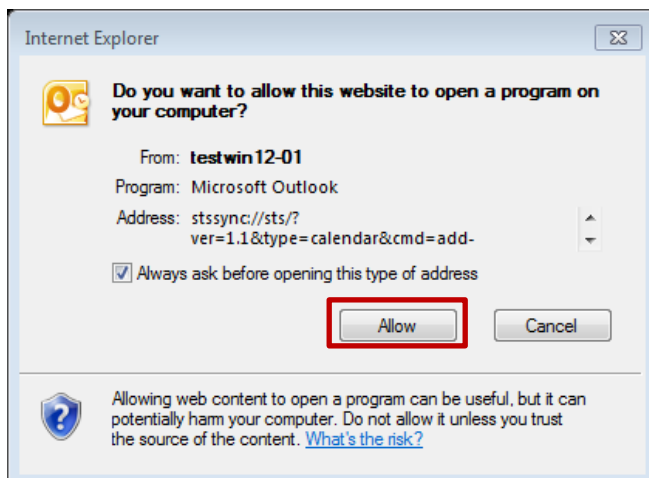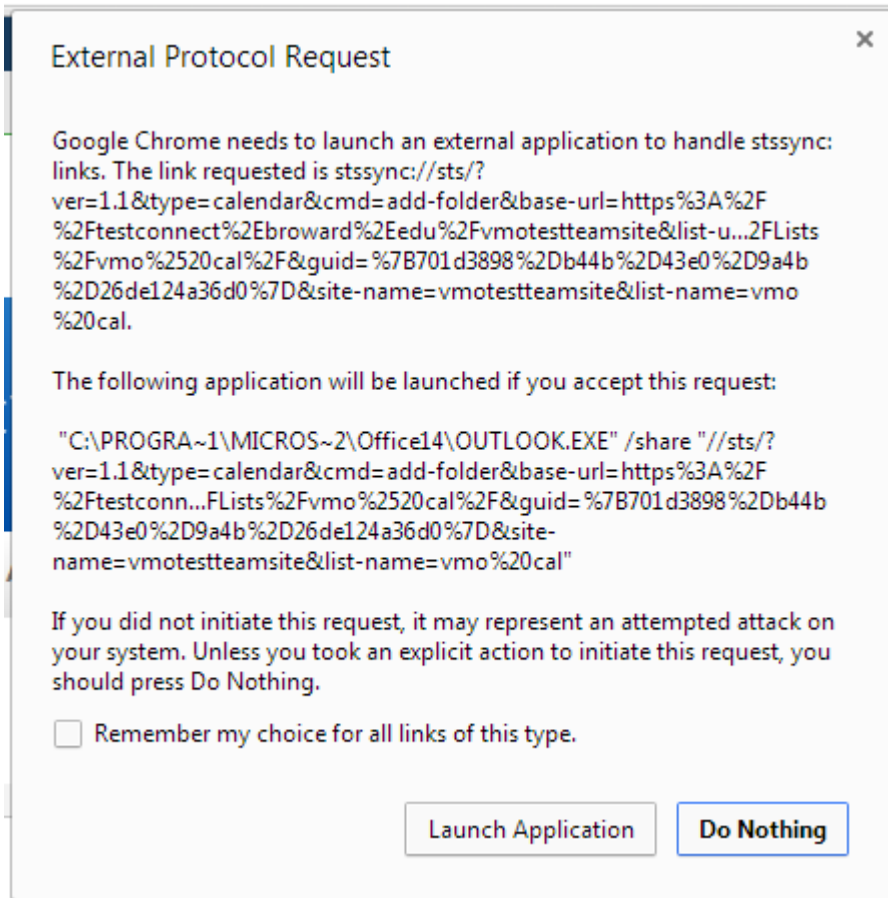2. Click **Site Contents.**

3. Click the **Calendar** Icon.

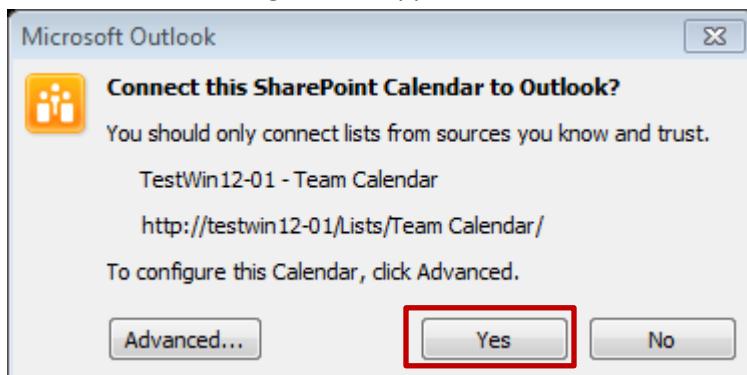4. Click the **Calendar** tab. Then Connect to Outlook icon.

5. An Internet Explorer dialog box will display. Then click **Allow**.

External Protocol Request

Google Chrome needs to launch an external application to handle stssync: links. The link requested is stssync://sts/?
ver=1.1&type=calendar&cmd=add-folder&base-url=https%3A%2F%2Ftestconnect%2Ebroward%2Eedu%2Fvmotestteamsite&list-u...2FLists%2Fvmo%2520cal%2F&guid=%7B701d3898%2Db44b%2D43e0%2D9a4b%2D26de124a36d0%7D&site-name=vmotestteamsite&list-name=vmo%20cal.

The following application will be launched if you accept this request:

"C:\PROGRA~1\MICROS~2\Office14\OUTLOOK.EXE" /share "//sts/?
ver=1.1&type=calendar&cmd=add-folder&base-url=https%3A%2F%2Ftestconn...FLists%2Fvmo%2520cal%2F&guid=%7B701d3898%2Db44b%2D43e0%2D9a4b%2D26de124a36d0%7D&site-name=vmotestteamsite&list-name=vmo%20cal"

If you did not initiate this request, it may represent an attempted attack on your system. Unless you took an explicit action to initiate this request, you should press Do Nothing.

☐ Remember my choice for all links of this type.

Launch Application   Do Nothing

Chrome

6. Then an Outlook dialog box will appear. Click **Ok**.

Microsoft Outlook

Connect this SharePoint Calendar to Outlook?

You should only connect lists from sources you know and trust.

TestWin12-01 - Team Calendar

http://testwin12-01/Lists/Team Calendar/

To configure this Calendar, click Advanced.

Advanced...   Yes   No

7. The calendar will be populated with Outlook events.