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Calendar Sync

Odoo 19 Enterprise · Calendar

Sync Odoo calendar with Google Calendar or Outlook for a unified schedule.

1 Connect Google Calendar

[Settings](#) → [Users](#) → [\(your user\)](#) → [Google Calendar](#)

Go to your user preferences (click your name top-right > Preferences). Click Sync Google Calendar. You will be redirected to Google to authorise the connection. Once connected, all Odoo events sync to Google Calendar and vice versa – new events in either system appear in both within minutes.

Sync scope – The sync is per user – each person must connect their own Google or Outlook account. Events sync for the past 1 year and future 1 year. Private events in Google Calendar are not synced to Odoo.

2 Connect Outlook Calendar

[Settings](#) → [Users](#) → [\(your user\)](#) → [Outlook Calendar](#)

Same process as Google – go to Preferences and click Sync Outlook Calendar. Authorise via Microsoft. The sync is bidirectional and near real-time. Requires an active Microsoft 365 account with calendar access.