Syncing and Unsyncing Tasks with Calendars

SUMMARY

This article will show you how to sync your tasks with Google Calendar, iCal, and Outlook.

IN THIS ARTICLE

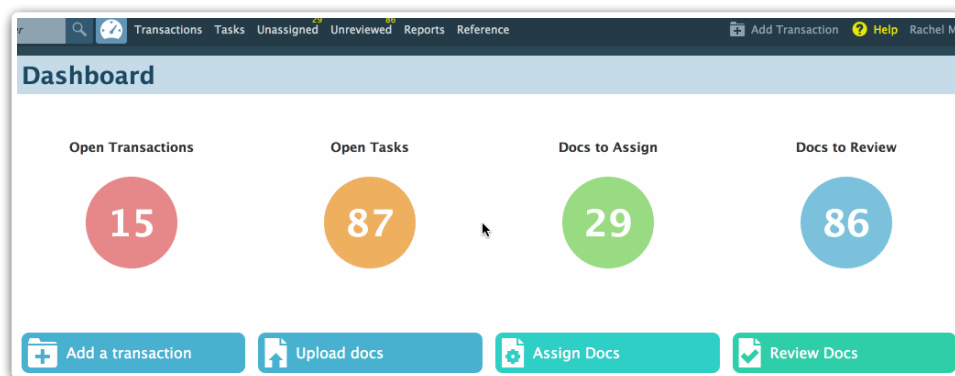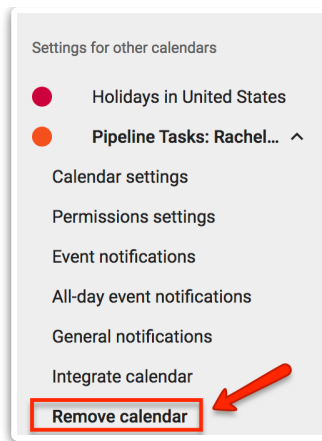## Sync and Unsync Tasks with Google Calendar

To sync your tasks with Google Calendar:

1. Click *Tasks* from the top navigation menu.

2. Click the [Google Calendar] link.

3. When prompted, confirm that you want to add the Paperless Pipeline calendar.

To unsync your tasks with Google Calendar:

1. **Open** Google Calendar →

2. **In the top right, click [Settings].**

3. **In the left column under the Settings for other calendars section, select the "Pipeline Tasks" calendar you want to remove.**

4. **Click [Remove calendar].**

Sync and Unsync Tasks with iCal

To sync your tasks with iCal:

① **Click Tasks from the top navigation menu.**

② **Click the [iCal] link.**

③ **When prompted, confirm that you want to open the calendar.**

④ **When iCal opens, click [Subscribe] to add the Paperless Pipeline tasks calendar.**

To sync / unsync your tasks with iCal on MacOS (Computer)

① **Open iCal.**

② **Right-click the Paperless Pipeline tasks calendar that you want to unsubscribe from and select [Unsubscribe].**

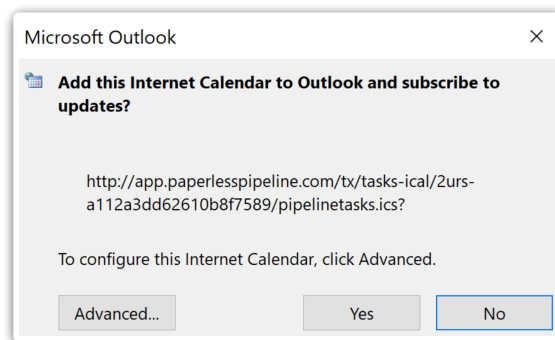### To sync / unsync your tasks with iCal on iOS (iPhone & iPad)

① **Tap Settings > Accounts & Passwords > Subscribed Calendars.**

2. Tap Subscribed Calendars, and then tap the Paperless Pipeline tasks calendar that you want to delete.

3. Tap Delete Account, and then tap Delete Account again to confirm deletion.

Sync and Unsync Tasks with Outlook

To sync your tasks with Outlook:

1. Click tasks from the top navigation menu.

2. Click the [Outlook] link.

3. If prompted to select an app to open the link, select your version of Outlook.

4. When Outlook opens, click [Yes] to add the Paperless Pipeline calendar.

Microsoft Outlook ✕

Add this Internet Calendar to Outlook and subscribe to updates?

http://app.paperlesspipeline.com/tx/tasks-ical/2urs-a112a3dd62610b8f7589/pipelinetasks.ics?

To configure this Internet Calendar, click Advanced.

Advanced...   Yes   No

To unsync your tasks with Outlook:

1. In Outlook's Calendar, in the Folder Pane, right-click the Paperless Pipeline task calendar that you want to delete.

2. Click [Delete Calendar].

3. Click [Yes] to confirm deletion.

⚠ When you unsync (unsubscribe) from a Paperless Pipeline tasks calendar, it won't be visible again unless you resync it following the appropriate steps for the calendar of choice outlined above.

💡 Sync times may vary but generally occur every couple of hours.

FAQ (Frequently Asked Questions)

Q: Why can't I sync my Pipeline tasks in Outlook for Mac?

A: Currently, Outlook for Mac (2016 and 2011) does not offer the ability to subscribe to internet calendars. As a workaround, you can login to Outlook on the Web (outlook.com) to sync your Paperless Pipeline tasks to your calendar:

1. *Copy the Outlook Calendar link from your Pipeline Tasks page.While hovering over the Outlook link, right click, then select Copy Link Address.*

2. *Log into your Outlook account and go to your Calendar.*

3. *Right-click in the navigation pane where you see Other CalendarsSelect Open Calendar.*

4. *Paste the copied Pipeline URL into the Internet Calendar box.*

Once subscribed, the calendar will appear in Outlook for Mac the next time you launch the program.

Q: Do I have to sync all tasks or can I sync certain tasks?

A: If you don't select any filters, Pipeline will sync all tasks you have permission to view. You can filter tasks using the Filter or the @ Your Tasks options on the Tasks page. Once you run either of those filters then sync, that sync will only include tasks that meet the filter you specified.