

A Calendar Syncing Protocol

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This is a guide to syncing Google Calendar to Outlook. The goals are:

1. Every item appears once in both places
2. In Outlook, the Google items only show free/busy to other users, but all details for me
3. In Google, the Outlook items have all details
4. Neither Google or Outlook edits the other

Here's what I did:

1. In Outlook, make a new blank calendar called "Google Calendar" or "Copy of Google Calendar" (since I have two Google Calendars, I made two such calendars called "Dan's Calendar" and "Family Calendar")
2. In Google, make a new blank calendar called "Outlook Calendar" or "Copy of Outlook Calendar"
3. Use a third party calendar syncing service to sync the contents of the Google calendar(s) to the blank ones created in Outlook and vice versa.
4. When you share your calendars with others at work, only share the free/busy for the copy of the Google calendar(s).

The 3rd party calendar syncing service I used is called SyncGene. Once you have a SyncGene account, here is how you set it up:

1. Click on Add Source to connect to both your Google and Outlook accounts.
2. Click on Sync Status, then Manage, then What to Sync to match up calendars. On the left is the source (the actual calendar in Google, say) and on the right is the target (the blank copy in Outlook, or vice versa).

Hopefully this is helpful. Let me know if you have any questions or suggestions.