**Intapp OnePlace offers the ability to sync up to one week's worth of Outlook Meetings/Events to OnePlace using Bulk Event Sync in the Outlook Add-In.**

How to Bulk Sync Events to OnePlace

1. Login to the **OnePlace** Outlook Add-In and access your Outlook calendar.
2. Select the calendar week containing the Meetings/Events you wish to sync.
3. From the **Intapp** ribbon (or Outlook's Home tab, select the Sync Events icon.)
4. Any Meetings/Events on your calendar for that week will be listed in the Sync Events selection window. Click the checkbox next to the events you wish to sync. (If the event is already synced, it will be highlighted in gray, display with a check-mark, and show as "already synced" when you hover over the row.)
5. Review the tags (i.e. Company, Contact) that were picked up from the email addresses associated with the meeting attendees to ensure the proper tags are applied to each selected event.
6. Click Sync to bulk sync the selected events.
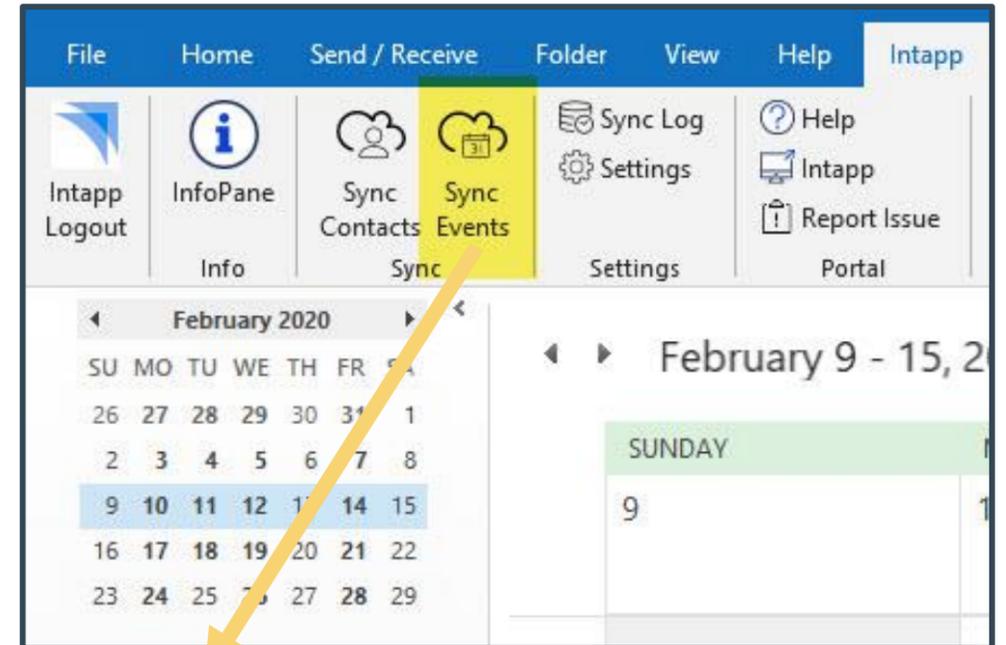
Individual Event Edit

Click the Edit Pencil icon next to an individual meeting/event to launch the OnePlace Outlook InfoPane. Apply additional tags, enter meeting details and either sync as a new event or modify an already synced event individually as needed.
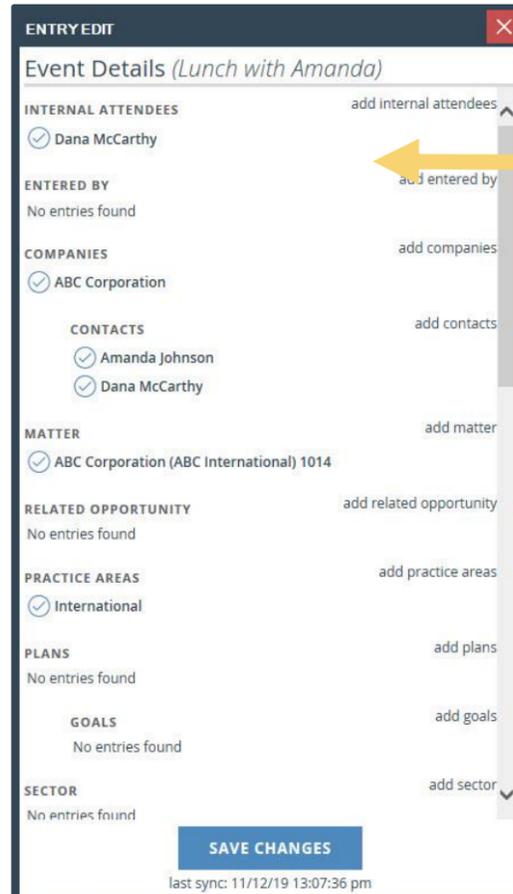
Delete Events from Sync List

Click the x icon upon hovering over a row for a meeting/event that you do not wish to sync in bulk. This will remove the event from populating on the list of suggested events to sync during a subsequent bulk sync for the selected week.

A confirmation window will load. Click Yes to delete the event from the Bulk Sync List. This action *will not* delete the meeting from your calendar.