

FR Pilot Activity Sync

Sync FR Pilot activities to Microsoft Outlook



Enter Credentials

1. Log in to frpilot.net
2. Click your username in the top right corner
3. Click **My User Account Settings**
4. Enter your Office 365 **Email Address** and **Password** under Outlook Activity Feed Credentials
5. Click **Save**

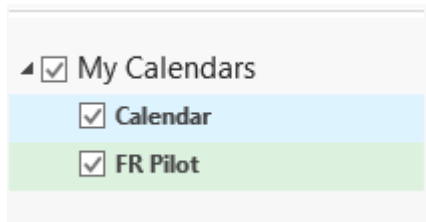
Enable Activity Sync

1. Check the box next to **Enable Outlook Activity Feed**
2. Adjust settings if necessary
3. Click **Save**
4. Add other users' calendars by clicking the + icon

Start Syncing

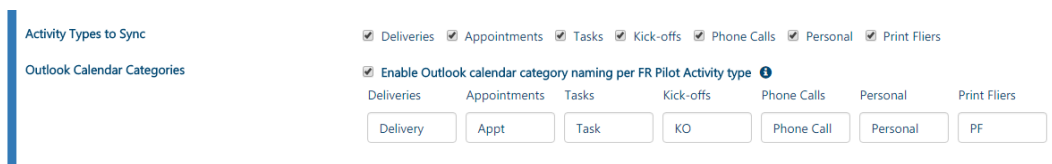
Note: Only activities created after sync is enabled will be synced. Changes to an activity in Outlook will not sync back to FR Pilot.

1. Create a new activity
2. Close Microsoft Outlook and reopen
3. Select your new calendar

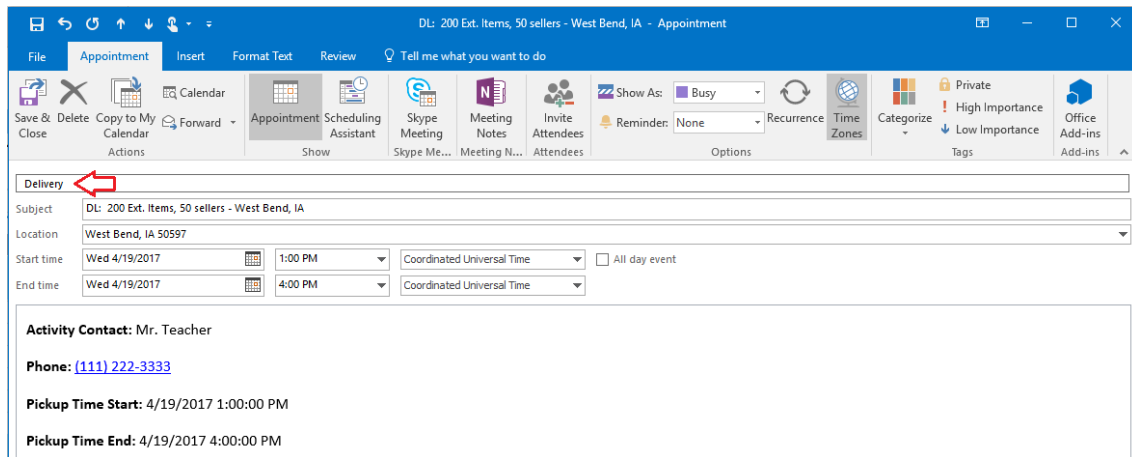


Optional: Enable Activity Categories

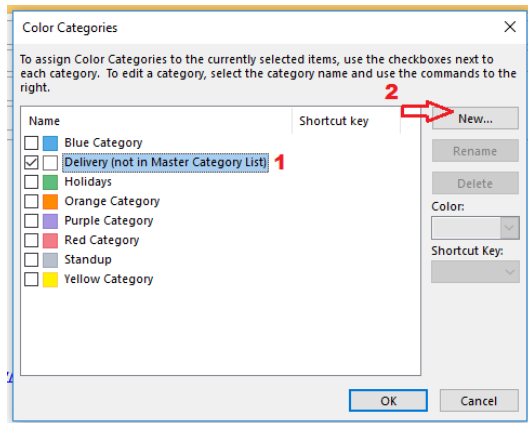
1. Select **Enable Outlook Calendar category naming** to categorize activities by type and color.
2. Type a name for each category



3. In Outlook, double click on an activity
4. Double click on the category name



5. Select **CategoryName** (Not in Master Category List)
6. Click **New**



7. Choose a category color
8. Click **OK**
9. Click **OK**
10. Repeat steps 3-9 for each category