

# How-to Use Microsoft Outlook With SharePoint

## Purpose:

You can synchronize a SharePoint document library or calendar with Microsoft Outlook 2007. This guide will show how team members can use Outlook 2007 to easily access, search, preview, and edit items in a SharePoint library or calendar.

## Connecting a SharePoint library to Outlook:

1. In Internet Explorer, navigate to the site's **Document Library** that you want to synchronize with Outlook 2007.
2. Click **Yes** to confirm that you want to connect the library to Outlook.
3. In Outlook, the library is added to the left menu in a new folder called **SharePoint Lists**. Click the library folder to view the files or double-click any file to open it (right-click on a file to see more options).



**Note:** While working offline, changes to documents are saved locally. When online, users can choose to either upload changes to the SharePoint library or to keep the changed documents local for the time being.

## How-to Connect a SharePoint Calendar to Outlook:

1. In Internet Explorer navigate to the site that you want to connect a calendar.  
You can also locate the calendar by going to **View All Site Content**.
2. From the calendar's **Actions** menu, click **Connect to Outlook**.
3. When prompted, click **Yes** to confirm that you want to connect to the calendar.

Additional information about using Microsoft Outlook 2007 with SharePoint is available on the 2007 Office system Help system, including how to do the following tasks:

- Connect a SharePoint library to Outlook
- Download a file from a SharePoint library to Outlook
- Open a file from a SharePoint library by using Outlook
- Edit a file from a SharePoint library by using Outlook
- Remove a SharePoint file from Outlook
- Remove a SharePoint library from Outlook
- Add a file to a SharePoint library by sending e-mail

For more information online, see: [Open, Edit, and Update files from a SharePoint site.](#)