Syncing Tasks with Your Calendar

Sync your Pipeline tasks by copying the calendar link and adding it to your calendar app using its "From URL / web" option.

Who Can Do This: Anyone can sync tasks they have permission to view on the Tasks page.

To sync your Pipeline tasks:

Go to the Tasks List Page

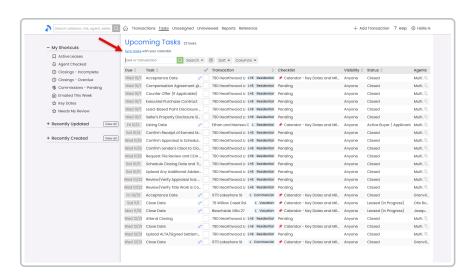
• Click [Tasks] from the top menu.

(Optional) Search and Filter Tasks

 Optionally, use the search options to narrow down which tasks will sync (e.g., key date tasks, Your @ Tasks, agent-checked, etc.).

Copy the Calendar Link

 Click [Sync Tasks]. The calendar link (.ics) will be automatically copied to your clipboard.



Add to Your Calendar

- In your calendar, find the option to add or subscribe by URL, paste the copied link, and save.
- If you need help finding this option:
 - Apple Calendar: Use iCloud calendar subscriptions
 - Outlook: Subscribe to a calendar in Outlook

• Google Calendar: Use a Link to Add a Calendar

Once added, your Pipeline tasks will appear in your calendar.

Unsync Tasks

Unsubscribe from the Pipeline tasks calendar in your calendar.

Who Can Do This: Anyone can unsync tasks they previously synced.

To unsync your Pipeline tasks:

Open Your Calendar App

• Launch the calendar app where Pipeline tasks are currently synced.

Locate the Subscribed Calendar

• Look for a calendar named "Pipeline Tasks" or the name you gave it.

Remove the Calendar

- Use your calendar's remove or unsubscribe option.
- Confirm if prompted.

Once removed, Pipeline tasks will stop showing up in your calendar.