

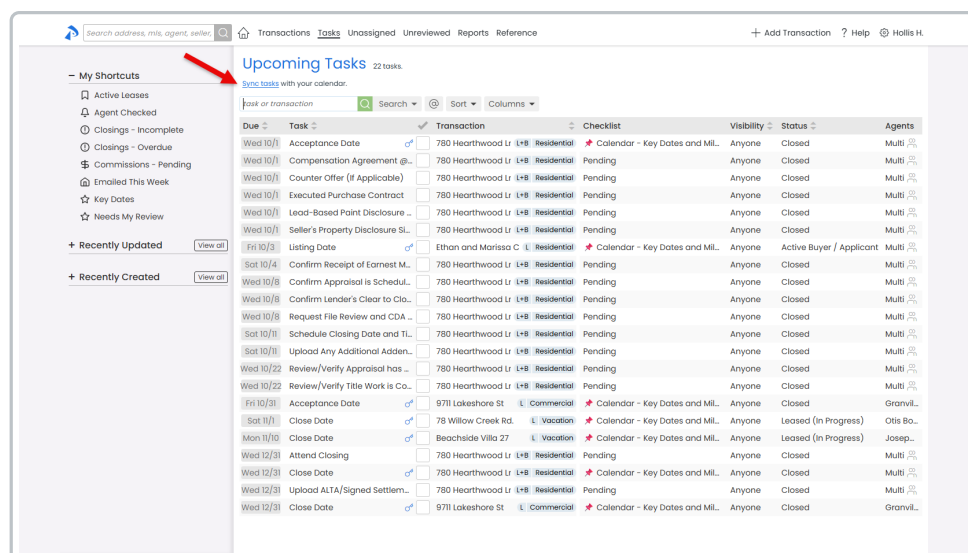
Syncing Tasks with Your Calendar

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:

- 1 Go to the **Transactions List** page by clicking [Tasks] from the top menu.
- 2 (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.).
- 3 Copy the Calendar Link
 - Click [Sync Tasks]. The calendar link (.ics) will be automatically copied to your clipboard.



- 4 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:

- 1 **Open Your Calendar App**
 - Launch the calendar app where Pipeline tasks are currently synced.
- 2 **Locate the Subscribed Calendar**
 - Look for a calendar named "Pipeline Tasks" or the name you gave it.
- 3 **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.