

# Collaborate as a Project Team

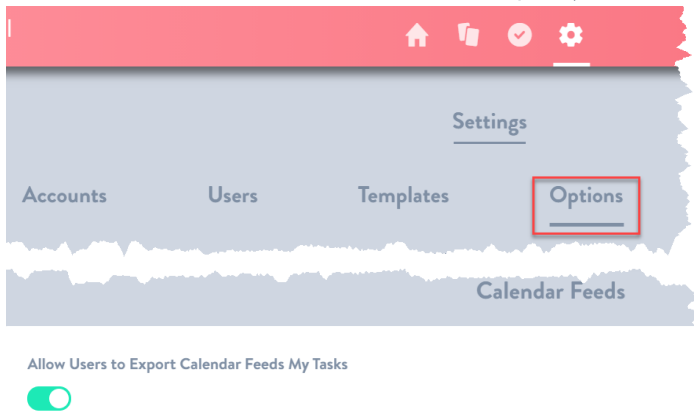
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**Tip** After going through the important process of planning out all the tasks and related scheduling for your initiative, it's time to help your colleagues have an easy time keeping track of all the comings and goings of the project. You can send automated gentle reminders to task assignees, and they can in turn make updates to their tasks to show all the progress they're making. And remember to check reports and dashboards to see everyone's activity in one convenient place.

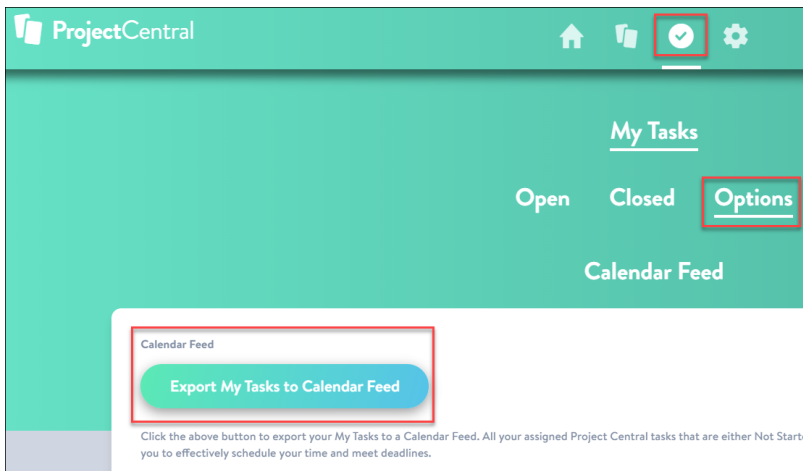
## View Tasks on an External Calendar

Users can one-way sync their **My Tasks** list of tasks (only those with Due Dates) to an external calendar of their choice with iCal export. Each task will appear as an all-day event on the Due Date of the task. The calendar event includes a URL to open the task in Project Central's Task Side Panel. Note that this calendar connection will be ongoing and will reflect any new task information added to Project Central.

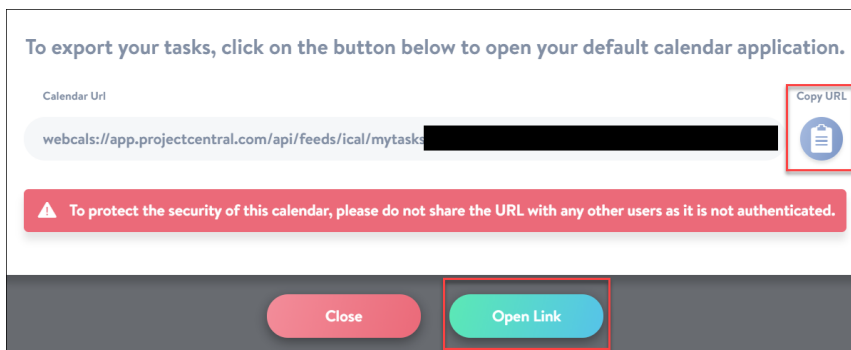
1. Confirm that the account administrator has enabled the option **Allow Users to Export Calendar Feeds My Tasks** in the **Calendar Feeds** section of **Account Settings | Options** (a project manager who is not also an account admin will not be able to enable this option):



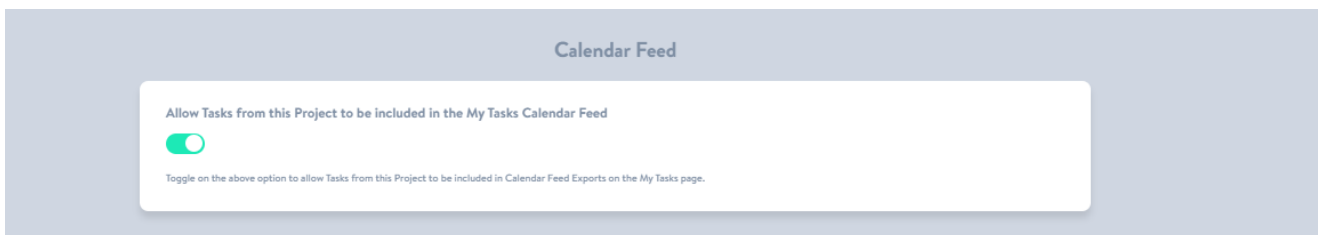
2. Once enabled, team members can then visit the **My Tasks | Options | Calendar Feed** section of the account and choose **Export My Tasks to Calendar Feed**.



3. Users will then be presented with two options for exporting to an external calendar:
- Click **Copy URL** which allows users to manually paste the link into the relevant section of their choice of calendar.
  - Click **Open Link** which will automatically add the tasks to the default calendar set in their operating system.



Once enabled on an account level, **Calendar Feed** can be enabled or disabled on a project level by the project manager in the project's **Options** screen.



What's next?

- [Track and Adjust a Project](#)