



Outlook

What is Outlook?

Outlook is email software that lets you manage contacts, set reminders, and share calendars with coworkers.

How to connect your Outlook account to Zoho Flow

1. Select the trigger or action required. If you select a trigger, click **Next**.
2. If there are no existing Outlook connections in your account, click **Connect**. Otherwise, click **New connection**.
Alternatively, you can create a new connection by navigating to **Settings**, then **Connections**. Click **Create connection** and choose **Outlook**.
3. Enter a connection name, then click **Authorize**.
4. In the pop-up, enter your Outlook credentials.
5. Click **Yes** to allow Zoho Flow to access your account.

API documentation

If you face any errors specific to Outlook in your flows or if you wish to learn more about its API, you can also go through its [API documentation](#).

[Learn how to fix app-specific errors using the app's API documentation](#)

Triggers and actions in Zoho Flow

Triggers

Event created

Use this trigger to create an event in your calendar when a new event is created in Outlook.

Email received

Notify your team on chat, or create a contact (if it doesn't already exist in your CRM) when a new email is received.

Actions

Send email

Send welcome emails, promotional emails, or warning emails for payment overdue to your customers.

Create event

Create events based on tickets, appointments, and more using this action.

Flag email

Use this action to flag an email. You can use conditions in your flow to flag an email selectively.

Reply to email

Send automated replies to mails when you are away from work.

Create contact

Use this action to create new contacts based on new enquiries in your inbox.