

# Should I work with or without a connected calendar?

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You can use OnceHub without a connected calendar. In this case, you'll still be able to accept bookings from Customers when working with ScheduleOnce.

## Differences between working with or without a connected calendar

If you're interested in working without a connected calendar, you should consider the differences between working with a connected calendar versus working without a connected calendar.

	Working with a connected calendar	Working without a connected calendar
<b>ScheduleOnce</b>		
Booking creation	All bookings are created directly in your personal calendar, based on your availability and booking settings.	All bookings are created in ScheduleOnce and are available in the ScheduleOnce Activity stream.
Calendar event for the Owner	The booking automatically creates a calendar event in the Owner's calendar.	The calendar event is sent in the scheduling confirmation email and can be added to the calendar manually.
Cancel or reschedule by the User	When connected to <a href="#">Google Calendar</a> , <a href="#">Office 365 Calendar via EWS</a> , or <a href="#">Exchange/Outlook Calendar</a> , the User can cancel or reschedule directly from the connected calendar.	Bookings can be canceled or rescheduled through the ScheduleOnce Activity stream.
Booking reassigned by the User	When a Booking owner is connected to Google Calendar, any of the Booking owner's one-on-one meetings can be reassigned to any other User <a href="#">who also is connected to Google Calendar</a> .	Any of the Booking owner's one-on-one meetings can be reassigned to any other User <a href="#">who is also working without a connected calendar</a> .
Calendar event for the Customer	Depending on the <a href="#">Customer notification settings</a> , a calendar invite from the Owner's connected calendar can be automatically sent to the Customer.	The calendar event is sent in the scheduling confirmation email and can be added to the calendar manually.
Link to calendar in the <a href="#">ScheduleOnce Activity stream</a>	There is always a link to the calendar event in the Owner's connected calendar.	There is no link to an external calendar event.
Blocking availability with	Busy time can be retrieved from any	Only bookings made via the Booking page

## Busy time

calendar you have access to in your calendar account:  
[Google Calendar](#), [Office 365 Calendar via EWS](#), [Exchange/Outlook Calendar](#), and [iCloud Calendar](#) Users can retrieve busy time from calendars under their ownership and calendars that have been shared with them.  
[Office 365 Calendar via OAuth 2.0](#) Users can retrieve busy time from calendars under their ownership and calendars that have been [expressly shared with them](#).  
[Learn more about calendar configuration](#)

can block availability for that Booking page.

When a User is using multiple Booking pages, they could get double-booked: When the calendar is not connected, scheduled bookings in one Booking page do not block the time on the other Booking pages.