

Disconnecting a calendar

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After you've connected your calendar, you might want to disconnect the calendar so that you can [connect a new calendar](#) or [work without a connected calendar](#). If you think that you might connect the same calendar later, or if you are experiencing any issues, [contact OnceHub support](#) before disconnecting.

In this article, you'll learn how to disconnect a calendar and learn about the effects of calendar disconnection.

Disconnecting your calendar

1. Sign in to your OnceHub Account.
2. Go to the left navigation bar and select **Profile -> Calendar connection**.
3. Next, click the **Disconnect** link next to your email address (Figure 1).

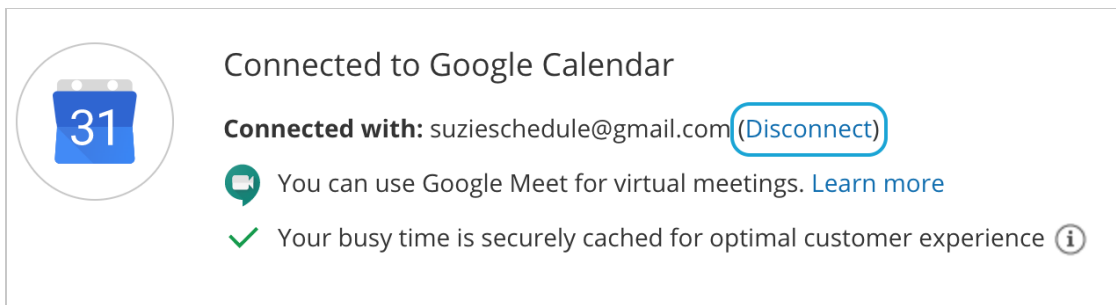


Figure 1: Disconnect your calendar

4. The **Calendar disconnection** pop-up will appear (Figure 2). Select one of the three options and click the **Disconnect** button.

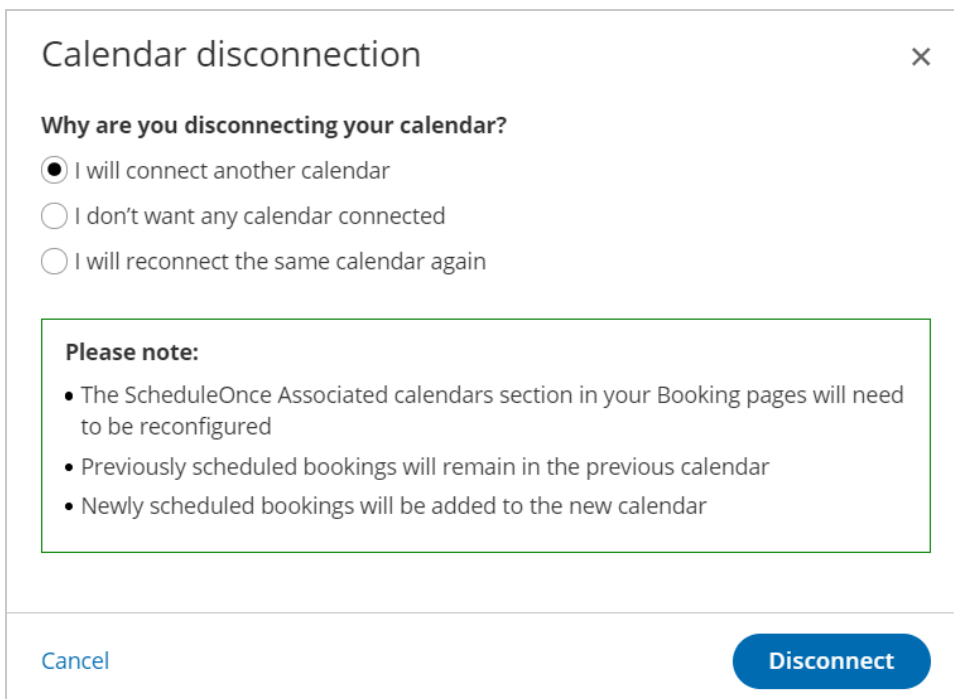


Figure 2: Calendar disconnection pop-up

Calendar disconnection effects

Depending on which of the three options you choose from the pop-up, there will be some changes to the functionality of the OnceHub products that were connected to this calendar.

	ScheduleOnce
I will connect another calendar	<p>All your Booking pages will need their calendar settings reconfigured.</p> <p>Existing bookings will remain in the previous calendar, but will not be updated if canceled or rescheduled.</p> <p>Existing bookings that have not taken place yet will not be added to the new calendar.</p> <p>New bookings will be added to the new calendar from now on.</p>
I don't want any calendar connected	<p>Busy time will not be retrieved from any calendar.</p> <p>New bookings will not be added to a calendar.</p> <p>Existing bookings will remain in the previous calendar, but will not be updated if canceled or rescheduled.</p>
I will reconnect the same calendar again	<p>Reconnecting the same calendar is NOT RECOMMENDED without consulting OnceHub support.</p> <p>All of your ScheduleOnce Booking pages will need their calendar settings reconfigured.</p>

Important:

You should not revoke access to OnceHub from within the settings of your connected calendar. This will be regarded as a connection error and will prevent you from accepting bookings and scheduling meetings.

If you need to disconnect your calendar, please make sure to do it in your OnceHub Account.