

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.

In this article:

- [Disconnecting your calendar](#)
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Disconnecting your calendar

1. select your profile picture or initials in the top right-hand corner → **Profile settings** → **Calendar connection**.
2. Next, click the **Disconnect** link next to your email address (Figure 1).

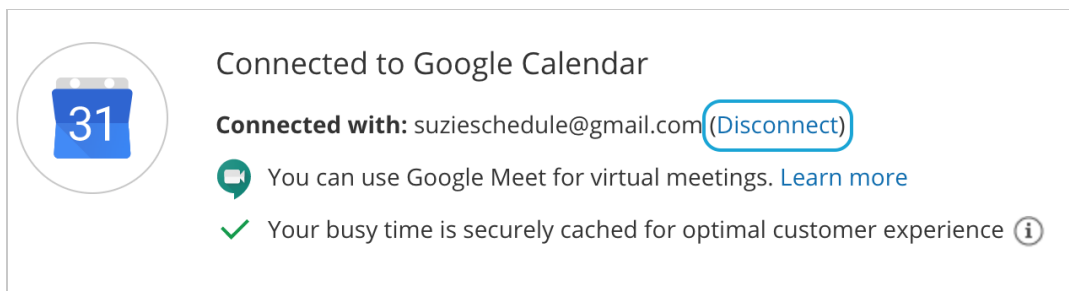


Figure 1: Disconnect your calendar

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

Calendar disconnection
✕

Why are you disconnecting your calendar?

I will connect another calendar

I don't want any calendar connected

I will reconnect the same calendar again

Please note:

- The ScheduleOnce Associated calendars section in your Booking pages will need to be reconfigured
- Previously scheduled bookings will remain in the previous calendar
- Newly scheduled bookings will be added to the new calendar

Cancel
Disconnect

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.

| Scenario | OnceHub |
|--|--|
| 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

Reconnecting the same calendar is **NOT RECOMMENDED** without consulting [OnceHub support](#).

All of your booking pages will need their calendar settings reconfigured. The **associated calendars** section of each of your booking pages will reset to default.

For all calendar types (except Microsoft 365, see below), calendar events for existing bookings won't be updated if they are cancelled or rescheduled.

For Microsoft 365: The connection between OnceHub bookings and your Microsoft 365 calendar events will be retained if you disconnect and reconnect the same calendar. Existing OnceHub bookings will be updated in your calendar after reconnection if they are cancelled or rescheduled.

 **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.