

# Connecting & configuring your iCloud Calendar

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Connecting OnceHub to your iCloud Calendar ensures a real-time integration between your iCloud Calendar appointments and your busy time in OnceHub. Any iCloud Calendar User can connect to OnceHub.

In this article, you'll learn how to connect and configure your iCloud Calendar.

In this article:

- [To connect to your iCloud Calendar](#)
- [Configuring Default iCloud Calendar reminders](#)

## To connect to your iCloud Calendar

1. Sign in to your OnceHub Account.
2. Select your profile picture or initials in the top right-hand corner → **Profile settings** → **Calendar connection**.

**Note:**

If you're connected to any other calendar, [you will need to disconnect first](#). Existing bookings that have not yet taken place will **not** be added to your iCloud Calendar after you connect.

3. Click the **Connect** button next to **iCloud Calendar** (Figure 1).

The screenshot displays a list of calendar integration options. Each option includes an icon, a title, a brief description of the connection method, and a blue 'Connect' button. The 'iCloud Calendar' option is highlighted with a blue border.

Calendar Type	Connection Method	Additional Info
Google Calendar	Connect with a secure OAuth 2.0 connection without revealing your user name and password.	Google Meet will be automatically connected.
Exchange/Outlook Calendar	Use your Exchange/Outlook email and password or an app-specific password to connect via the Exchange Web Services API.	
Office 365 Calendar via OAuth	Connect with a secure OAuth 2.0 connection without revealing your user name and password.	Microsoft Teams will be automatically connected if included in your Office 365 subscription.
Office 365 Calendar via EWS	Use your Office 365 email and password or an app password to connect via the Exchange Web Services API.	
iCloud Calendar	Use your Apple ID and an app-specific password to connect via the iCloud API.	

Figure 1: Calendar connection

- The **Connect to iCloud Calendar** pop-up will appear (Figure 2).

The screenshot shows a white dialog box titled "Connect to iCloud Calendar" with a question mark icon and a close button (X) in the top right corner. Below the title, it says "Enter your Apple ID and an [app-specific password](#)." There are two input fields: "Apple ID" and "App-specific password". At the bottom left is a "Cancel" button, and at the bottom right is a blue "Connect" button.

Figure 2: Connect to iCloud Calendar pop-up

- Enter your **Apple ID** and [app-specific password](#). Then, click **Connect**.

**Note:**  
Two-factor authentication (or two-step verification on older devices) and an [app-specific password](#) are required by Apple to connect your iCloud Calendar. [Learn more about iCloud app-specific passwords](#)

- If the connection is successful, the pop-up closes and you should see confirmation that you're connected to your iCloud Calendar (Figure 3).

The screenshot shows a confirmation screen titled "Calendar connection" with a question mark icon in the top right. On the left is a circular icon with a blue cloud. The main text says "Connected to iCloud Calendar". Below that, "Connected with:" is followed by a green checkmark, the email "danafisher@example.com" with a "(Disconnect)" link, and "Valid until you change your primary Apple ID password". Another green checkmark indicates "Your busy time is securely cached for optimal customer experience" with an info icon. A section titled "Default iCloud Calendar reminders" has a dropdown menu currently set to "None". Under "What's next?", there are two sections: "InviteOnce" with the text "Your setup is complete! You are now ready to schedule personalized meetings with your Customers." and a blue "Schedule a meeting" button; and "ScheduleOnce" with the text "To complete your Calendar integration, configure the calendars associated with your Booking pages." and a blue "Continue setup" button.

Figure 3: Connected to iCloud Calendar

- In OnceHub, you can click the **Continue setup** button in the **What's next?** section to access more options.

You're all set! Your OnceHub Account and iCloud Calendar are now connected.

## Configuring Default iCloud Calendar reminders

You can configure Default iCloud Calendar reminders in the connected iCloud Calendar. To do so, select your profile picture or initials in the top right-hand corner → **Profile settings** → **Calendar connection**. Select an option from the **Default iCloud Calendar reminders** drop-down list (Figure 4).

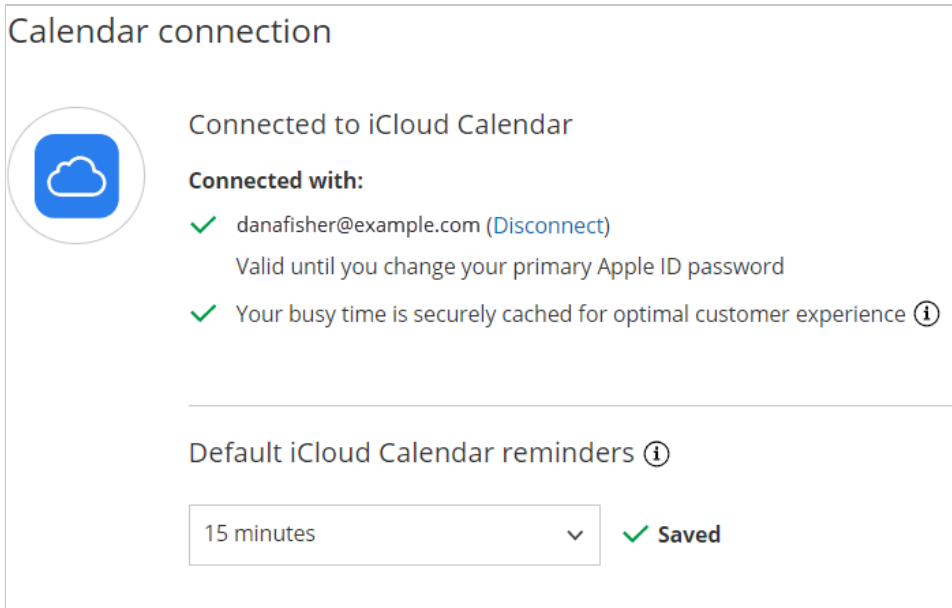


Figure 4: Default iCloud Calendar reminders