

When are Google events treated as busy in OnceHub?

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In this article, you will learn about the busy time settings in the Google Calendar. To change the busy time settings, you need to update the calendar event details.

Changing busy time settings in Google

1. To change the setting, double-click an event or select **Edit event** in your Google Calendar.
2. Scroll down and search for the **Show me as** setting. The following options are available (See Figure 1):
 - **FREE:** OnceHub will not read this time as busy. This is useful when you want to indicate specific events on your calendar without having those events block your availability.
 - **BUSY:** OnceHub reads this time as busy and blocks availability.

Note:

All-day events in Google Calendar are set to Free by default. Regular events are set to Busy by default.

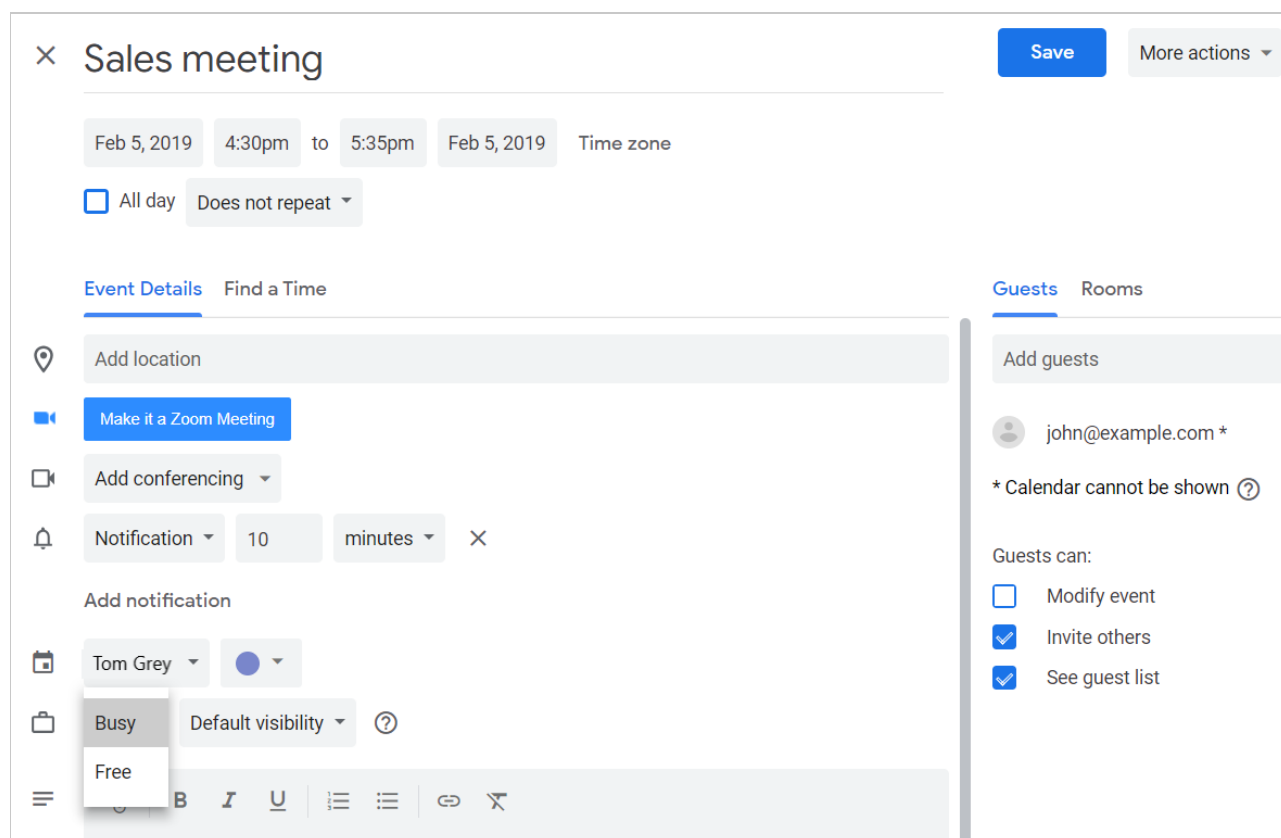


Figure 1: Google calendar event