

How can I use my calendar's busy time in OnceHub?

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When you [connect OnceHub to your personal calendar account](#), OnceHub is able to read any calendar in that account to see when you're already busy. You can tell OnceHub to block any time when you're busy on your calendar. No-one will be able to book a meeting with you at a time when there is already an event on your calendar.

To see which calendar is connected to your account, select your profile picture or initials in the top right-hand corner → **Profile settings** → **Calendar connection**.

Busy time terminology

Different calendar integrations have different terminology for referring to busy time. For instance, the [Google Calendar](#) integration shows events as either "Free" or "Busy". In comparison, [Office 365 Calendar](#) and [Exchange/Outlook Calendar](#) have many more settings for showing the status of an event. These include "Free", "Tentative", "Out of Office", and more.

- Learn more about busy time in [Google Calendar](#)
- Learn more about busy time in the [Office 365 Calendar](#)
- Learn more about busy time in [Exchange/Outlook Calendar](#)
- Learn more about busy time in [iCloud Calendar](#)

Busy time retrieval

After you've connected your calendar, you can specify which calendar or calendars should be used for retrieving busy time.

Busy time in OnceHub

When you connect your calendar account, OnceHub is able to read the calendar to see when you're already busy. Busy events are factored into any [buffers](#) you set between OnceHub scheduled events and busy time on your calendar.

Each Booking page can have its own calendar configuration, retrieving busy time and bookings in whichever calendars you specify. To access these settings, hover over the lefthand menu and go to the Booking pages icon → **Booking pages** → your Booking page → **Associated calendars**. Busy time is automatically retrieved from your main booking calendar. You can also retrieve busy time from any other calendars in your connected account, so long as you select them within this section.

Tip:

If your Booking page is not showing any available time slots, or is showing available slots when you're busy, you can learn about how to resolve these issues in our [troubleshooting articles](#).