Connect your Google Calendar/Workspace

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Read on if you want to learn how to connect your OnceHub and Google Workspace accounts.

If you want to configure your Google Calendar, learn more here.

Connecting to Google Workspace

1. Select your profile picture or initials in the top right-hand corner → **User integrations**.
2. Select **Google Workspace**, then click the **Connect** button.
3. A pop-up window will appear asking you to choose an account to connect to OnceHub. Select the correct account and confirm the connection.

- Connecting OnceHub to your Google Workspace automatically integrates Google Calendar, Gmail, and Google Meet. Learn more
- Providing permission to connect to Gmail is optional. It allows you to send booking notifications directly from your email address.
- If you're using booking pages, you have the option to configure **OnceHub advanced integration settings**. You can also click the **Continue setup** button in the **What's next** section to access more options in OnceHub.

Once you've connected your calendar, you will see a page which allows you to further customize your calendar connection.

- Click **Disconnect** to remove the connection between OnceHub and your calendar.
- You can toggle **Busy time cache** on or off. Having it on improves page load times for your customers by securely caching the start and end times of your calendar busy time.

Using additional calendars

In the calendar connection page, under the heading **Meetings are copied to**, you can add an additional calendar that bookings will be copied to. Bookings scheduled in the selected booking calendar will be copied to the additional calendar that you select.

> ⓘ **Note :**
>
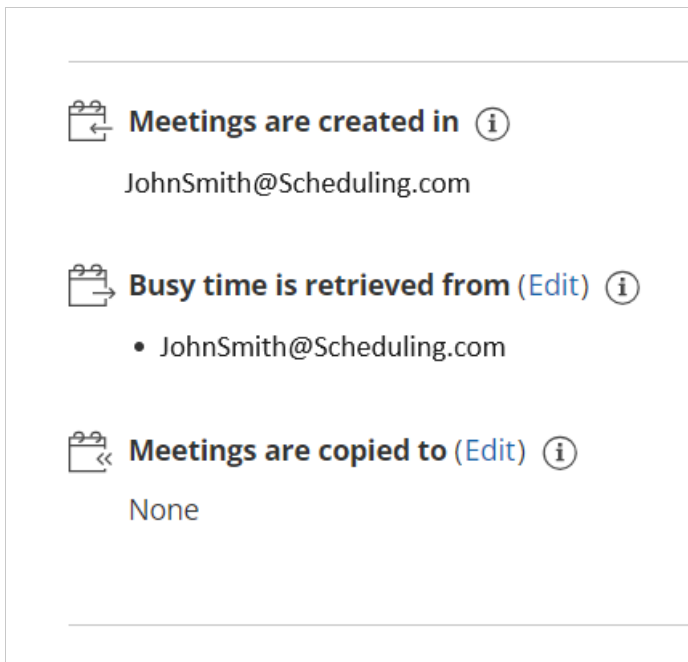> This feature is only available for booking calendar users.

Figure 1: Additional calendar settings

To add an additional calendar:

1. Click your profile icon in the top right corner
2. Click **User integrations → Google Workspace**.
3. Click **Edit** next to the heading **Meetings are copied to**. (Figure 1)
4. In the pop up, from the **Booking calendars** drop-down menu, select the booking calendars you want bookings to be copied from. All booking calendars which you are the host of, or are hosted by a team of which the user is a part, will be displayed here.
5. Next, from the **Copy to** drop-down menu, select the calendar that you want the booking to be copied to. The drop-down menu will display all of the additional calendars that you have created or been added to in your Google profile.
6. When you're done, click **Save** at the bottom of the pop up.
   - To remove a calendar from these settings, click **Edit** and then click the **X** at the end of the row.
7. To add further additional calendars, click **+ Add calendar** in the Edit pop up.

Now meetings scheduled in the selected booking calendars will appear in the additional calendars that you have chosen. Updates to the original meeting, such as a rescheduling, will be updated in the additional calendar.

Creating a Google Calendar account that uses your business email address

Most people think that if you use Google Calendar, you need to use it with a Gmail email address. Fortunately, this is not true. You can create a Google Calendar account on any email address without using G Suite. This is quick and simple and does not require any domain setup whatsoever.

To create a Google Calendar account for a non-Gmail address:

1. Go to https://accounts.google.com/NewAccount and create a Google Account for your business email address or any other email address that you would like the Google Calendar account to use.

2. Immediately after that, go to https://www.google.com/calendar and configure the new calendar. Make sure that your business email address is showing on the right corner of the Google header.

3. Make sure not to create a Gmail account - create a calendar only.

Sharing Google Calendars

Your OnceHub account connects to a Google Calendar account and allows you to access all calendars under that account.

Below are the different permission levels and their supported calendar configurations:

- **The main calendar in which bookings are created and meetings are scheduled**: This calendar is the owner of the calendar event. You need to ask the calendar owner to share the calendar with full permissions, choosing the option marked "**Make changes AND manage sharing**". Otherwise, you will not have permission to create a calendar event in this calendar.

- **Busy time retrieval or additional booking calendars**: You can retrieve busy time from calendars or add the calendar event to additional calendars as guests. This can be done with sharing at any permission level, even at the lowest permission level of "**See free/busy information**". This enables people who share their calendar with you to maintain the privacy of their calendars.

> ⓘ **Note:**
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> If you need to access additional calendars that are not part of your Google Calendar account, you can ask owners of these Google Calendars to share their calendars with you.
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> When you want other people to share their Google Calendar with your connected Google Calendar account, they should choose the **Share with specific people** option, enter the email address of your Google Calendar account and select the appropriate permission level.
>
> You will receive an email from Google confirming they have shared it with you. You must click **Add this calendar** in order to access the shared calendar.