

What You Need to Know Before Disconnecting Your Calendar [New]

Disconnecting your calendar is a significant action that may impact your ability to manage bookings effectively. It can prevent updates to calendar events of existing bookings, such as cancellations or reschedules. Because of this, it is not a recommended step for troubleshooting calendar issues.

If you're experiencing problems with your calendar, it's better to [contact customer support](#) for assistance instead of disconnecting.

Effects of Disconnecting Your Calendar

When you disconnect your calendar, it's important to be aware of the following impacts:

Existing Bookings

For all calendar types, your previously scheduled bookings will remain on your calendar, but they will no longer be updated if changes, such as cancellations or reschedules, occur.

Calendar Settings

All settings related to your calendar will be reset to default. This means that if you decide to reconnect a calendar in the future, you will need to reconfigure these settings.

How to Disconnect Your Calendar

If you still choose to disconnect your calendar, here's how to do it:

Accessing Your Calendar Integration

1. Click on your profile picture in the top right-hand corner.
2. Select **User Integrations**.
3. Click on your connected calendar integration.

Disconnecting Your Calendar

1. Click the **Disconnect** link displayed next to your email address.
2. Click on **Disconnect**.

Note: Disconnecting your Primary Calendar will automatically disconnect your **Secondary Calendars** as well.
