

## Calendar integrations overview

To access your calendar connection options, go to your profile settings by clicking the profile picture at the top right → **User integrations**.

OnceHub works best when connected with your personal calendar.

OnceHub communicates with your personal calendar in real time. All the information collected during the scheduling process is accessible directly from your connected calendar, and you can block your availability in multiple configurations, ensuring you're never double-booked.

OnceHub integrates with your existing calendar setup, so that you don't have to change how you already manage your time.

### **Important:**

Regardless of how you connect, your calendar information is always kept private. Calendar appointments and free/busy patterns are never revealed to customers.

## Calendar connection options

For each of your OnceHub booking pages or booking calendars, you can select the calendar that bookings will be created in, the calendars that busy time will be retrieved from, and any additional calendars you want to create an event in when a booking is made.

The following calendar connection options are available in OnceHub:

### Google Calendar connection

Any Google Calendar can connect to OnceHub, whether you use a Gmail Calendar or a G Suite Calendar.

[Learn more](#) about connecting OnceHub to your Google Calendar.

### Google Meet integration

All users connected to Google Calendar can use Google Meet video conferencing automatically, with no further integration required.

[Learn more](#) about the OnceHub connector for Google Meet.

### Google Calendar connection FAQs and Troubleshooting

Read our Google Calendar connection [FAQs and Troubleshooting article](#) for answers to common questions about the OnceHub integration with Google Calendar.

### Microsoft 365 (Office 365) Calendar connection

### Privacy and security

When you connect OnceHub to your Microsoft 365 Calendar, all credentials and data traffic are fully encrypted. The integration uses the permissions users already have when viewing calendars (for example: only free/busy), so



no new information will be accessible to them.

## Automatic connection with Microsoft Teams

If your Microsoft 365 account includes Microsoft Teams, you'll be connected to it as soon as you connect your Microsoft 365 Calendar. [Learn more](#)

## Microsoft 365 Calendar connection FAQs and Troubleshooting

Read our Microsoft 365 Calendar via OAuth 2.0 [connection FAQs](#) for answers to common questions about the OnceHub integrations with Microsoft 365 Calendar.

## Exchange/Outlook Calendar connection

### Connecting and configuring your Exchange/Outlook Calendar

Microsoft Exchange is a server that manages mailboxes, contacts, calendars and more. Exchange users never access Exchange directly, but rather access through an email client. This can be an Outlook client on a PC or Mac, a mobile device, or web access via the browser. OnceHub integrates directly with Exchange, allowing you to keep using whichever calendar access method you're currently using.

For each of your OnceHub booking pages, you can select the calendar that bookings will be created in, the calendars that busy time will be retrieved from, and any additional calendars you want to create an event in when a booking is made.

[Learn more](#) about connecting OnceHub to your Exchange/Outlook Calendar

### Privacy and security

When you connect OnceHub to your Exchange/Outlook Calendar, all credentials and data traffic are fully encrypted. The integration is based on EWS (Exchange Web Services), a well-established official Microsoft protocol. The integration uses the permissions users already have when viewing calendars (for example: only free/busy), so no new information will be accessible to them.

[Learn more](#) about how your sign-in credentials are stored and protected by OnceHub

### Exchange/Outlook Calendar connection FAQs and Troubleshooting

Read our Exchange/Outlook Calendar connection [FAQs](#) for answers to common questions about the OnceHub integration with Exchange/Outlook Calendar.

## iCloud Calendar connection

### Privacy and security

When you connect OnceHub to your iCloud Calendar, all credentials and data traffic are fully encrypted. Your calendar information is always kept private and free/busy patterns are never revealed to customers.

### iCloud Calendar connection FAQs and Troubleshooting

Read our iCloud Calendar connection [FAQs](#) for answers to common questions about the OnceHub integrations with iCloud Calendar.



## Differences when working with or without a connected calendar

While you can use OnceHub without a connected calendar and still accept bookings from customers, it is recommended that you connect your personal calendar to OnceHub.

When you have a personal calendar connected, you will be able to keep track of your time more effectively, as busy time from outside of OnceHub-specific bookings will be recognized as unavailable to OnceHub. Without your personal calendar connected, time that you haven't manually blocked off in your booking pages can be used as available in OnceHub. Furthermore, when working without a personal calendar connected, you will have to access the OnceHub activity stream to check bookings; with a connected calendar, you would receive a meeting link.

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