

Connect OnceHub to Your Google Workspace

Connecting OnceHub to your Google Workspace account allows you to integrate with your Google suite to effortlessly sync your calendar, send email notifications, and schedule video meetings.

Why Connect to Google Workspace?

Connecting your **Google Workspace** account provides essential features that enhance your schedule and notification management, such as:

- **Google Calendar integration:** Automatically sync your booking events with your Google Calendar, ensuring your availability is always up-to-date.
- **Gmail connectivity:** Send booking notifications directly from your Gmail address, providing a consistent and professional communication experience (this feature is optional).
- **Google Meet integration:** Connect Google Meet to OnceHub to easily schedule video meetings.

How to Connect to Your Google Workspace

Follow these steps to connect your Google Workspace account:

Navigating to User Integrations

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

Connecting to Your Google Workspace

1. Click on the **Google Workspace** tile.
2. Click on **Connect**.
3. Follow the instructions in the pop-up, to allow OnceHub to connect to your Google Workspace.

When connecting to your Google Workspace account, you might see an alert about the browser's pop-up blocker blocking the Google connection window.

There are two possible ways in which this can be fixed:

- Create an exception for <https://app.oncehub.com/>. This will whitelist OnceHub with your browser and pop-ups from OnceHub will not be blocked.
- You can disable the pop-up blocker entirely.

The following links provide step-by-step instructions for each browser type:

- [Google Chrome](#)
- [Mozilla Firefox](#)
- [Safari](#)



NOTE: If you do not see the option to connect this integration, it may be restricted by your **Account Owner**. Please contact your **Administrator** for more information.
