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# Managing Your OnceHub Integration With Google Workspace [New]

This guide explains how to navigate your Google Workspace integration in OnceHub and manage related scheduling features effectively. Each section details specific functionality and provides instructions for customizing your workflow.

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## Accessing the OnceHub Integration with Google Workspace

To manage your Google Workspace integration:

1. Click on your profile picture in the top right.
  2. Select **User Integrations** from the dropdown.
  3. Click on the **Google Workspace** tile.
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## Offering Google Meet to Guests

You can toggle whether your guests can choose Google Meet as a video conferencing method when booking meetings with you.

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## Sending Emails from Your Mailbox

You can toggle whether scheduled meeting emails to guests should:

- Be sent from your connected Google Workspace mailbox.
- Or, use the default sending address (mailer@oncehub.com).

Adjust this setting to align email communications with your organization's branding.

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## Creating Events in Your Google Calendar

You can use the **Calendar Events are Created In** setting to control where appointments are added in your connected account. You can choose from:

- The primary calendar.
  - Any sub-calendars you have created.
  - Calendars that are shared with you, where you have at least read and write permissions.
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## Retrieving Busy Time from Google Calendars

You can use the **Busy Time Is Retrieved From** option to determine how OnceHub retrieves your busy time. This option lets you choose one or more sub-calendars, including:

- Sub-calendars you've created within your Google Workspace account.
- Calendars shared with your Google Workspace account, as long as they have at least Read-only permissions.

### When are Google events treated as busy in OnceHub?

- **Free:** OnceHub will not read this time as busy.
- **Busy:** OnceHub reads this time as busy and blocks availability.

You can connect additional secondary calendars to retrieve busy times. For step-by-step guidance, refer to the [Connecting a Secondary Calendar article](#).

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## Copying Meetings to Sub-Calendars

You can use the **Calendar Events Are Copied To** option to automatically copy meetings to specific sub-calendars. Whenever a meeting is scheduled, the specified sub-calendar(s) will be added as guests to the calendar event.

This option lets you choose one or more sub-calendars, including:

- Sub-calendars you've created within your Google Workspace account.
  - Calendars shared with your Google Workspace account, as long as they have at least Read-and-write permissions.
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## Cancelling and Updating OnceHub Bookings Directly in Google Calendar

With the Two-Way Sync toggles, you can easily update bookings directly from your Google Calendar. The two toggles allow you to do the following:

1. **Cancel Meetings:** Cancel bookings by simply deleting the corresponding calendar event.
2. **Update Meetings:** Easily make adjustments to existing bookings directly from your Google Calendar.
  - **Reschedule Meetings:** Change the time of a booking by moving it's calendar event.
  - **Update Meeting Locations:** Change the Meeting Location by updating the location field in the calendar event.
  - **Allow Meeting Overlap:** Change your calendar event status to free or busy to define whether meetings can overlap.

Please see our article on [Allowing for Meeting Overlaps with Booking Calendars](#) if you would like to know how it works.

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## Caching Busy Time for Faster Scheduling

When you enable this option, OnceHub stores your busy time temporarily, so it doesn't need to fetch updates from your calendar in real-time every time someone interacts with your booking links. This allows OnceHub to provide a faster and smoother scheduling experience.

**Note:** We only retrieve whether you're marked as **busy** or **free** on your calendar and do not access any event details, ensuring your privacy.

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