

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.

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.

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.

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.

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.

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](#).

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.

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 its 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.

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.
