How to Block Availability for One-Time Events From Your Calendar [New]

There may be situations when you need to block off your usual meeting availability. For instance, you might be traveling for business or taking personal time off.

With Booking Calendars, blocking your availability from your connected calendar is simple.

Blocking Availability Using Your Connected Calendar

You can easily block availability using either your default connected calendar or a sub-calendar

Using Your Default Calendar

Blocking availability on your default calendar is straightforward:

1. Open your calendar application linked to your account.
2. Create a **"Busy"** event for the specific time slots you want to block.

By using your default calendar in this way, it will immediately block off your availability in OnceHub.

Using a Sub-Calendar

If you prefer not to clutter your default calendar, you can utilize an existing sub-calendar or create a new one specifically for blocking availability.

1. Create or designate a sub-calendar on your calendar application.

   - For example, name it "Blocked Availability".

2. Go to **User Integrations** in OnceHub.

3. Find the option labeled **Busy Time Is Retrieved From** and update this to use your sub-calendar.

   - This step ensures that the system retrieves availability information from the correct calendar.

Once set up, you can create **"Busy"** events on the sub-calendar just as you would on the default calendar. This method keeps your main calendar tidy and separates blocked time from other events.

Additional Help

If you need more detailed instructions for managing or changing availability settings, refer to our **Availability for Booking Calendars article** for further guidance.