

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

Sometimes, unexpected events like business travel or personal time off require you to block your usual meeting availability. With Booking Calendars, OnceHub makes it easy to adjust your schedule temporarily, so your availability reflects your current commitments.

There are **two simple methods** to block your availability:

- 1. Using Your Connected Calendar**

Create "Busy" events in your connected calendar (like Google or Outlook) to automatically block out your availability in OnceHub. [Learn how to block availability using your connected calendar.](#)

- 2. Setting a Date-Specific Override in OnceHub**

Customize availability directly in OnceHub for specific dates or times when you'll be unavailable. [Find out how to set up a date-specific override.](#)

Both options allow you to maintain control over your schedule and ensure a smooth booking experience for your invitees. Choose the method that best fits your needs, and reclaim your time when you need it most!