Help Article

Managing Your OnceHub Integration With Google Workspace [Classic]

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.

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.

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.

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.