

Managing Your OnceHub Integration With iCloud Calendar [Classic]

This guide explains how to navigate your iCloud Calendar 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 iCloud Calendar

To manage your iCloud Calendar integration:

1. Click on your profile picture in the top right.
2. Select **User Integrations** from the dropdown.
3. Click on the **iCloud Calendar** tile.

Creating Events in Your iCloud 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 iCloud Calendar

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 iCloud Calendar account.
- Calendars shared with your iCloud Calendar account, as long as they have at least Read-only permissions.

When are iCloud Calendar events treated as busy in OnceHub?

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

Note: All-day events in iCloud do not have the option to be set as Busy. Instead of using an all-day event, we

recommend creating a calendar event that's duration blocks out your working hours if needed.

Caching Busy Time for Faster Scheduling

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.

Configuring Default iCloud Calendar Reminders

You can customize how far in advance reminders should trigger for your iCloud Calendar events. Use the **Default iCloud Calendar Reminders** drop-down list to select a time interval that fits your preferences.
