

How to synchronize with an external calendar such as Google Agenda or Microsoft Office 365 or Exchange Online or Outlook.com?

You can synchronize an Online Scheduling Calendar with connectors for external calendars:

- Microsoft Office 365 or Microsoft Exchange Online (professional accounts)
- Microsoft Outlook.com (Outlook.fr, Live.com, Hotmail...)
- Google Calendar (Gmail)

This allows your staff members to sync their Google or Windows Live Calendar with appointments made from the Online Scheduling platform (where to activate it: Dashboard > Scheduling Settings > External Services: Calendar Sync > Choose from available options).

Calendar Sync

[VIEW APPOINTMENTS IN OUTLOOK, GOOGLE CALENDAR, LOTUS NOTES AND MORE](#)

Using the following URLs, you can add calendars to your calendar software of choice.

- Outlook : **Instructions from Microsoft.**
- Google Calendar: Click on the Google icon to the right of the relevant calendar below.
- Windows Live Calendar: Click on the Microsoft icon to the right of the relevant calendar below.
- Apple iCal: Click on the Apple iCal icon to the right of the relevant calendar below.

Staff Members	Groups of staff	Company
John Smith:		
Emma Morris:		
Taylor Carpenter:		
Juan Sanchez:		

BIDIRECTIONAL SYNCHRONIZATION

By enabling this option, you allow future staffs who will sync their calendars to be able to make changes directly in their calendar to change the date of an appointment and notify the customer in the event.

Activate bidirectional synchronization

GOOGLE CALENDAR

This allows your staff members to sync their Google Calendar with appointments made from the Online Scheduling platform. Once this is enabled, click on the Staff link on the left, and on each Staff member's settings page, you can invite them to sync their calendar.

Enable Google Calendar Syncing

WINDOWS LIVE CALENDAR

This allows your staff members to sync their Windows Live Calendar with appointments made from the Online Scheduling platform. Once this is enabled, click on the Staff link on the left, and on each Staff member's settings page, you can invite them to sync their calendar.

Enable Outlook Calendar Syncing

Enable Office365 Calendar Syncing

Save

Once this is enabled, click on the Staff link on the left, and on each Staff member's settings page, you can invite them to sync their calendar (where to activate it: Dashboard > Scheduling Settings > Information Company: Staff > choose a Staff member > click on 'Invite this staff member to use Google Calendar or Windows Live Calendar to synchronize their appointments').

CALENDAR SYNC

Invite this staff member to use Google Calendar or Windows Live Calendar to synchronize their appointments

External iCalendar URL:

https://

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Invitation

To:

Subject:

Sync your appointments with your calendar

File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Tools ▾ Table ▾

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I am managing our booking for {company} online. Please click on the link below to connect your Online Scheduling appointments with your Google

Send

PS: You can also display your Online Scheduling Calendar on other calendar solutions supporting ICS standard (such as Apple iCal), by subscribing to the ICS URL address.