

Setting up iCal integration for Google Calendar

Note:

- Below are instructions to connect one single space. You have to follow the same process for every space within your venue that is live on our platform and has a calendar that you want to connect with.
- You **must** have a separate google calendar for each space...e.g. Space 1, Space 2, etc. (see screenshot in Step 1 to see example)

Step 1:

Go into the Google Calendar view for your space...E.g. Space 1 below. Hover your pointer over the calendar you want to share. Your calendars are listed on the left side of the window under "My calendars."

If necessary, click the arrow to the left of "My calendars" to expand the list of calendars.

The screenshot shows the Google Calendar interface. At the top left is the 'db' logo. A search bar labeled 'Search Calendar' is at the top center. Below it, the word 'Calendar' is displayed in red. Navigation buttons include 'Today', left and right arrows, and the date range '28 Nov - 4 Dec 2016'. A 'CREATE' button is visible on the left. The main calendar grid shows two days: 'Mon 11/28' and 'Tue 11/29'. The time slots range from 8:30am to 9pm. Various events are scheduled, such as 'Get prepared for the day - thinking', 'Open bank account', 'Discuss market research', and 'Visiting co-working space to do user testing'. On the left sidebar, there are sections for 'December 2016' (with a calendar grid), 'My calendars' (listing 'Deepti Sahi', 'Birthdays', 'Reminders', 'Space 1', 'Space 2'), and 'Other calendars' (with 'Add a colleague's calendar' and 'Holidays in Netherlands').


Step 2:

Click on the small down arrow on the right side of the space name. That should bring up the menu for that space. Then click on “Share this Calendar”.

The screenshot shows a calendar application interface. At the top left is a logo with the letters 'db' inside a blue circle. To its right is a search bar labeled 'Search Calendar'. Below the logo is the word 'Calendar' in red. To the right of 'Calendar' are navigation buttons: 'Today', left and right arrows, and the date range '28 Nov – 4 Dec 2016'. On the left side, there is a 'CREATE' button with a dropdown arrow. Below it is a calendar view for December 2016, showing a grid of days with the 28th, 29th, and 30th highlighted. Underneath the calendar view is a section titled 'My calendars' with a list of calendars: 'Deepti Sahi' (light blue), 'Birthdays' (green), 'Reminders' (blue), and 'Space 1' (orange). A small dropdown arrow is visible to the right of 'Space 1'. Below 'My calendars' is a section titled 'Other calendars' with a dropdown arrow and a button 'Add a colleague's calendar'. Below that is a calendar entry for 'Holidays in Netherlands' (green). The main part of the screenshot is a calendar grid for the week of November 28th to December 4th, 2016. The grid shows various events, including 'Sprint Demo + Planning' (9:30 - 11:30), 'Retrospective' (11:30), 'Weekly Friday team lunch' (12p - 1p), 'Weekly strategy meeting' (2p - 3p), and 'Offline to online stan' (4:30p). A context menu is open over the 'Space 1' calendar entry, listing the following options: 'Display only this Calendar', 'Hide this calendar from the list', 'Calendar settings', 'View bin', 'Create event on this calendar', 'Share this Calendar' (highlighted), and 'Edit notifications'. Below these options is a color selection grid with 16 colored squares, and the text 'Choose custom colour'.

Step 3:

Check "Make sure the Make this calendar public", and make sure the setting is on "See only free/busy (hide all details)" to only show the availability of your space.

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Space 1 Details

[Calendar Details](#) [Share this Calendar](#) [Edit notifications](#) [Bin](#)

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Share this calendar with others

- Make this calendar public [Learn more](#)
- Share this calendar with everyone in the organisation **Deskbookers**

See all event details
✓ See only free/busy (hide details)
See all event details

Share with specific people

Person	Permission Settings [?]
<input type="text" value="Enter email address"/>	See all event details
"Deepti Sahi" <d.sahi@deskbookers.com>	Make changes AND manage sharing

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Step 4:

Go back to the main Google Calendar view where you can see the different space calendar. Click on the small down arrow on the right side of the space name. That should bring up the menu for that space. Then click Calendar Settings.

The screenshot shows the Google Calendar interface. At the top, there is a search bar and navigation controls for the current date, 28 Nov - 4 Dec 2016. On the left, there is a sidebar with a calendar grid for December 2016 and a list of calendars under 'My calendars'. The 'Space 1' calendar is selected and highlighted in red. A context menu is open over the 'Space 1' calendar, listing several options: 'Display only this Calendar', 'Hide this calendar from the list', 'Calendar settings', 'View bin', 'Create event on this calendar', 'Share this Calendar', and 'Edit notifications'. Below these options is a color selection grid with a red square selected, and a 'Choose custom colour' option. The main calendar view shows a weekly layout with various events, including 'Sprint Demo + Planning', 'Weekly Friday team lunch', and 'Weekly strategy meeting'.

Step 5:

Scroll down and click on the green iCal button on the Calendar Address section.



Space 1 Details

[Calendar Details](#) [Share this Calendar](#) [Edit notifications](#) [Bin](#)

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Calendar Name:

Organisation: Deskbookers

Description:


Location:
e.g. "San Francisco" or "London" or "UK". Specifying a general location will help people find events on your calendar (if it's public)

Calendar Time Zone: Country: (choose a different country to see other time zones)
Please first select a country to select the right set of time zones. To see all time zones, tick the box instead.
Now select a time zone: Display all time zones

Auto-accept invitations
Calendars for resources such as conference rooms can automatically accept invitations from people with whom the calendar is shared when there are no conflicting events. [Learn more](#)

Auto-accept invitations that do not conflict.
 Automatically add all invitations to this calendar.
 Do not show invitations.

Embed This Calendar
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click the Customise Link.



Paste this code into your website.
Customise the colour, size and other options

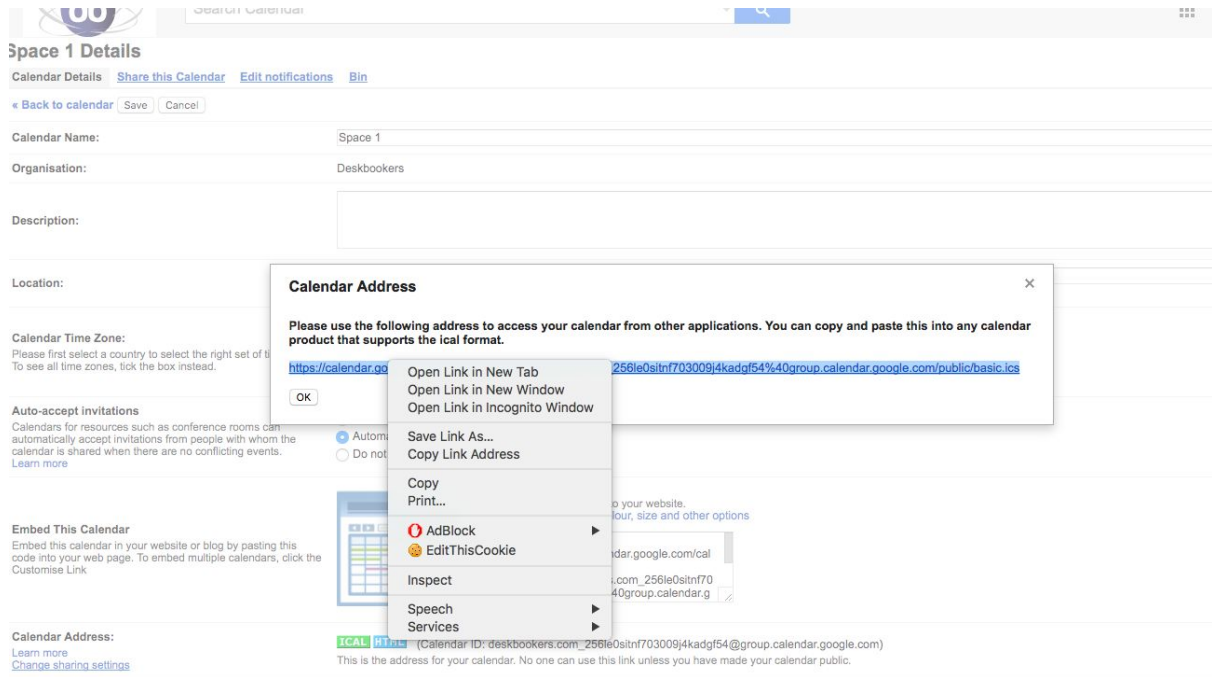
```
<iframe  
src="https://calendar.google.com/cal  
endar/embed?  
src=deskbookers.com_256le0s1nf70  
3009j4kadgf54%40group.calendar.g
```

Calendar Address: [Learn more](#) [Change sharing settings](#) **ICAL** **HTML** (Calendar ID: deskbookers.com_256le0s1nf703009j4kadgf54@group.calendar.google.com)
This is the address for your calendar. No one can use this link unless you have made your calendar public.

Export Calendar: [Export this calendar](#)

Step 6:

Copy the address that is shown and send it via email to your contact person at Deskbookers.



Space 1 Details

Calendar Details [Share this Calendar](#) [Edit notifications](#) [Bin](#)

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Calendar Name: Space 1

Organisation: Deskbookers

Description:

Location:

Calendar Time Zone:
Please first select a country to select the right set of time zones. To see all time zones, tick the box instead.

Auto-accept invitations
Calendars for resources such as conference rooms can automatically accept invitations from people with whom the calendar is shared when there are no conflicting events. [Learn more](#)

Embed This Calendar
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click the [Customise Link](#)

Calendar Address:
[Learn more](#)
[Change sharing settings](#)

Calendar Address

Please use the following address to access your calendar from other applications. You can copy and paste this into any calendar product that supports the ical format.

<https://calendar.google.com/calendar/ical/2561e0sitnf703009j4kadgf54%40group.calendar.google.com/public/basic.ics>

OK

- Open Link in New Tab
- Open Link in New Window
- Open Link in Incognito Window
- Save Link As...
- Copy Link Address
- Copy
- Print...
- AdBlock
- EditThisCookie
- Inspect
- Speech Services

ICAL: HTML (Calendar ID: deskbookers.com_2561e0sitnf703009j4kadgf54@group.calendar.google.com)
This is the address for your calendar. No one can use this link unless you have made your calendar public.