## Work with Google Calendar Integration

You can choose to activate *Sync One Way* or *Sync Both Ways* with Google Calendar Integration. Once you have activated Google Calendar Integration, you can remove and repair the sync.

## Activate Sync One Way Google Calendar Integration

Here's how you activate Sync One Way Google Calendar Integration.

- 1. In *Site Manager*, navigate to a workspace containing a Calendar App.
- 2. Click **Actions** to the right of the page and select **Edit Page** from the drop-down list. The page opens in Edit Mode.



3. Click the Calendar App. The app opens.

Calendar Page Last edited by Sara Goss about an hour ago.	
Calendar App Calendar App	

4. Click **Options**. The Calendar App Options dialog displays.

Calendar App						C Options
Calendar Import Events	Event Queue Event Cat	egories Rosters				
New Event Print To	Day Week	Month List			March	▼ 2015 ▼ >
			March 2015			
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7

5. On the **General** tab, check *Google Calendar Integration*.

App Name:
Calendar App
General Sharing Social Settings
If you want, you can enter a description of your app.
Description:
ii.
Show the app name on my page.
Google Calendar Integration Integrate Google calendar events with this calendar.
Schedule Star Integration Import events from Schedule Star into this calendar.
Save

6. Select Sync One Way.

App Name:		
Calendar App		
General Sharing Social Setting	25	
If you want, you can enter a description	of your app.	
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Events added to your Google New Calendar Connect your Google at	:count.	Connect

- 7. Select **Connect** to select a calendar.
- 8. Sign into the Google Account you wish to use.

	G Sign in - Google Accounts - Google Chrome -
	https://accounts.google.com/signin/oauth/consent?authuser=0∂=AJiBhANiJeV
G Sign in with Google	
	G Sign in with Google
Sign in to continue to Web Community Manager	Web Community Manager wants to access your Google Account
nail or phone	This will allow Web Community Manager to:
got email?	care rais you can excess using outing outing
Create account Next	Make sure you trust Web Community Manager You may be sharing sensitive info with this site or app. Learn about how Web Community Manager will handle your data by reviewing its terms of service and privacy policies. You can always see or remove access in your Google Account.
	Learn about the risks Cancel Allow
(United States) - Help Privacy Terms	English (Linited States) - Help Privacy Terms

8. Click Allow to accept Google's Terms of Service and Privacy Policies.

9. From the drop-down, select the calendar you wish to integrate.



10. Click **Save**. You are returned to Calendar App Options.

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<ul> <li>Show the app name on my page.</li> <li>Coogle Calendar Integration Integrate Google calendar events with this calendar.</li> <li>Sync One Way Events added to your Google calendar will post on your Schoolwires calendar.</li> <li>My Google Calendar You are connected to the rbrown.hvsd@gmail.com Google account.</li> <li>Sync Both Ways (You must sign out of all other Google calendars to enable this option)</li> </ul>	Repair Remove	