

## 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.

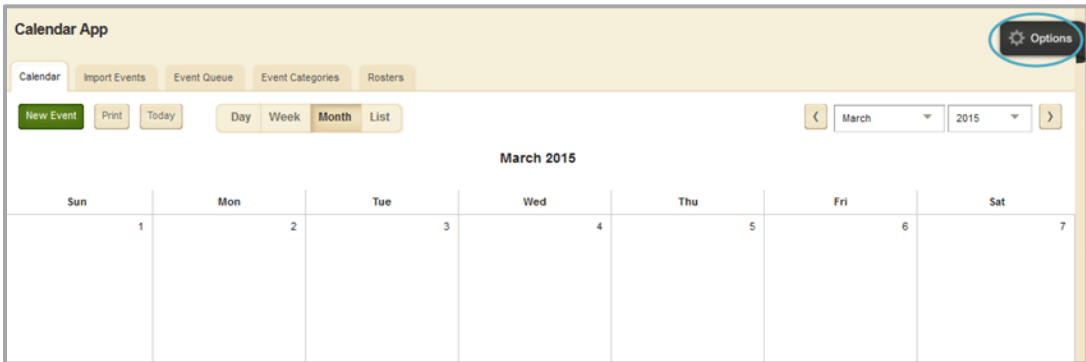
1. In *Site Manager*, navigate to a workspace containing a Calendar App.
2. Click **Actions** to the right of the page and select **Edit Page** from the drop-down list. The page opens in Edit Mode.



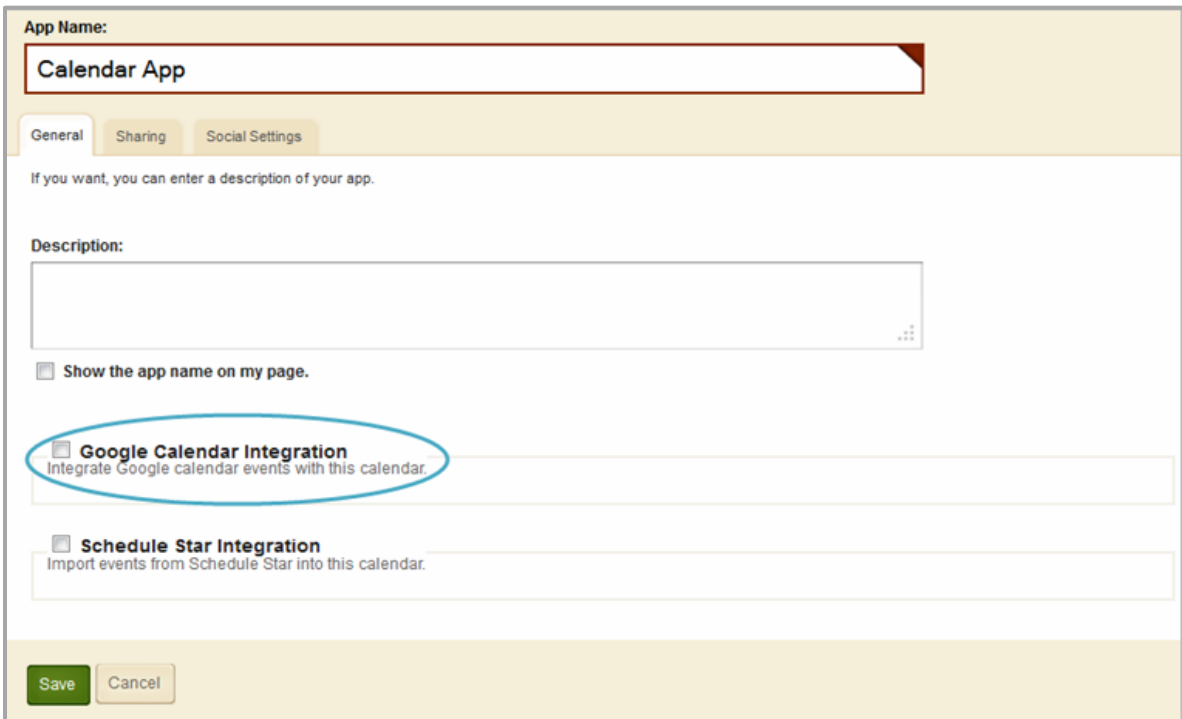
3. Click the Calendar App. The app opens.



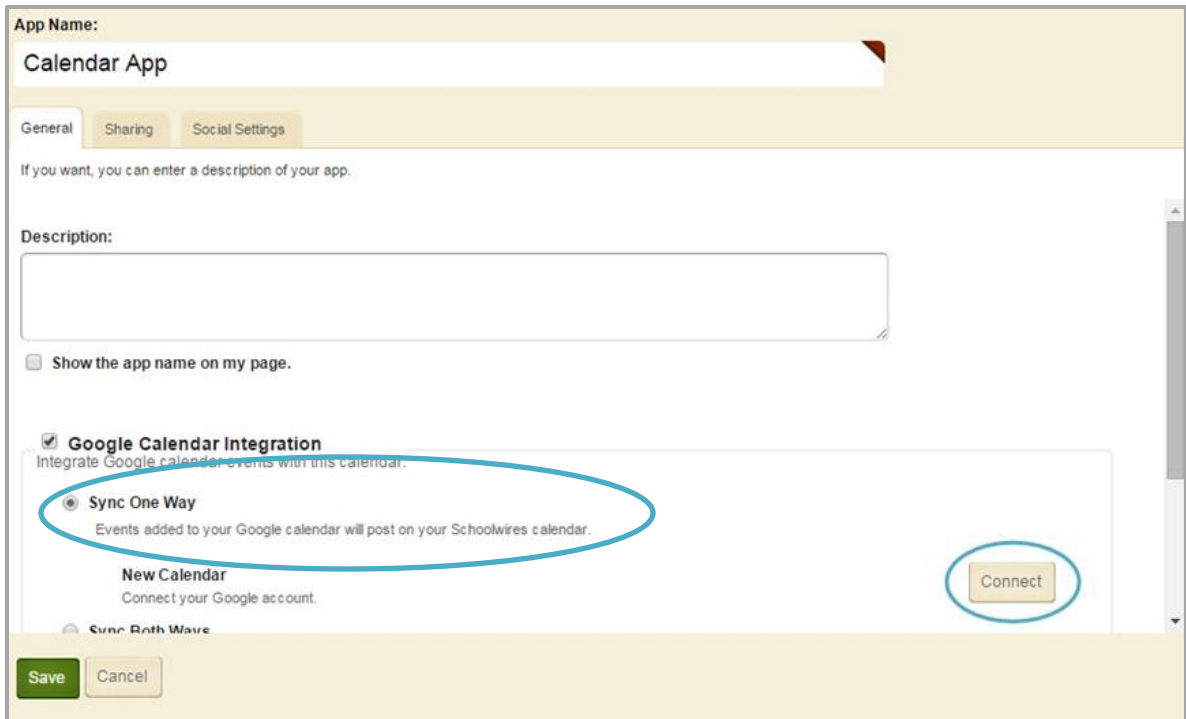
- 4. Click **Options**. The Calendar App Options dialog displays.



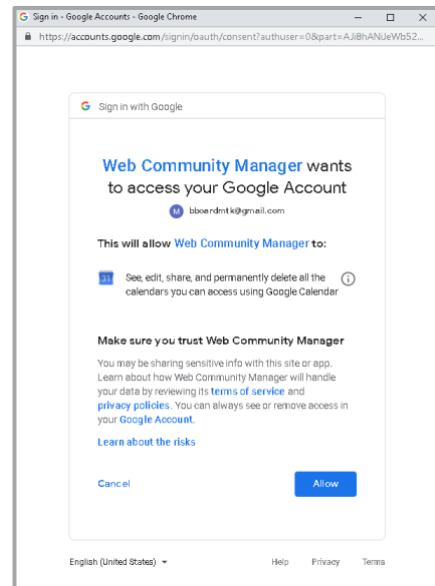
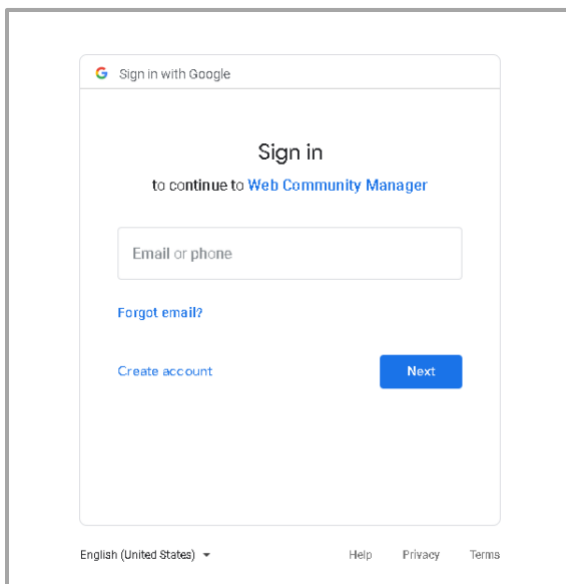
- 5. On the **General** tab, check *Google Calendar Integration*.



6. Select *Sync One Way*.

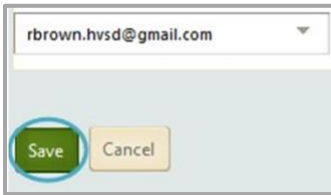


7. Select **Connect** to select a calendar.
8. Sign into the Google Account you wish to use.



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.

