

Two-way integration with Microsoft 365 or Google calendar

Summit 2024 Feature

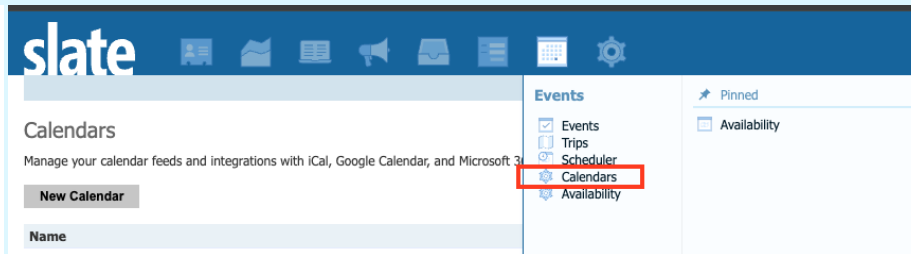
Synchronize Scheduler availability with Microsoft 365 or Google calendars.

With a two-way sync, Scheduler appointments created through the Scheduler portal widget appear in your external calendar. Scheduler availability also respects your external calendar's availability.

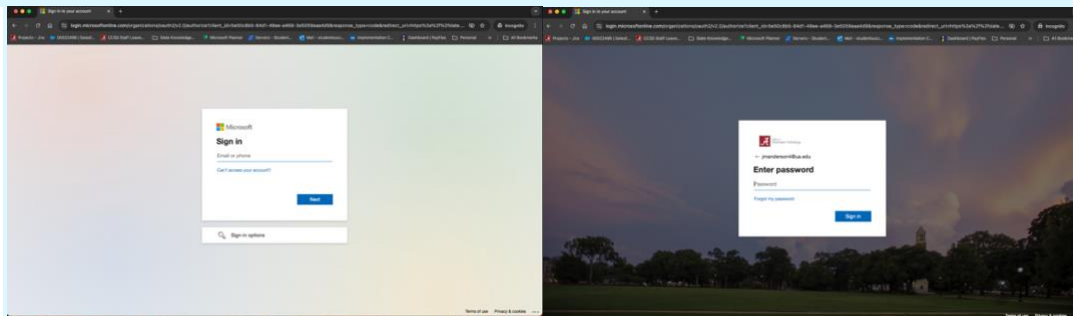
Note that, unless you have their password, there's no way to administratively create a two-way calendar integration for someone else. Because users sign into their own calendar providers, they must add these integrations themselves.

To create a live, two-way synchronization with your Microsoft 365 Calendar:

1. From the main navigation, select **Events**.
2. Select **Calendars**.



3. Select **New Calendar**.
4. From the Service list, select your preferred calendar service:
 - **Google Calendar**
 - **Microsoft 365 Calendar**
5. Select **Continue**. You are directed to your calendar service's authorization interface.



6. Follow prompts from your calendar service. Slate never accesses your username or password. You are directed back to Slate.
7. Configure the following settings:
 - **Name:** Edit the name. Defaults to the calendar service type.
 - **Folder:** Keep calendars organized by placing yours in a folder. Select **Other** to create a new folder.

- **Calendar:** Defaults to the main calendar. Optionally select a specific from the list.
- **Free/Busy:** Select *Use to determine availability and for two-way integration*.
- **Color:** Optionally select a color for organizational purposes.

8. Select **Save**.