

Sync Claromentis calendar(s) to Google

The guide will cover how to display events from a Claromentis Calendar in your Google Calendar.

You may wish to view certain Intranet events externally like staff meetings or social events.

To achieve this a URL is generated in the Intranet that includes the calendar events of your choice, this is then saved in Google and events will appear in Google.

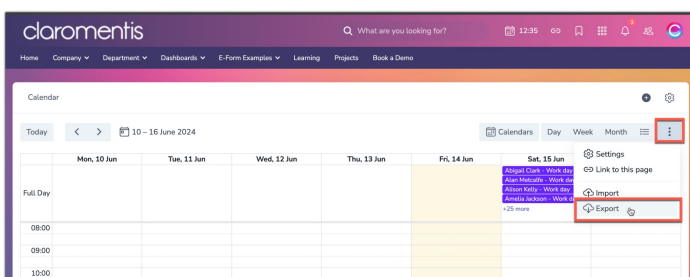
New events added in the Intranet calendar will appear in Google after the sync runs every 24 hours

Adding Intranet events to a Google Calendar

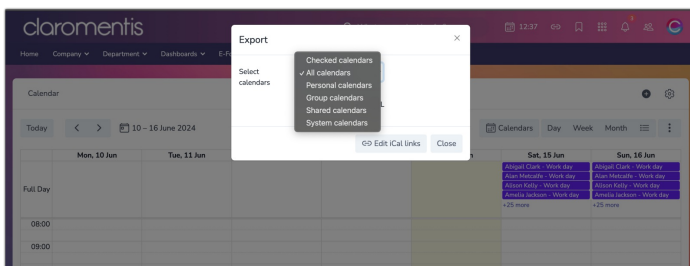
Users will only be able to export events for calendars they have permission to see.

Single calendars can be exported or multiple-together.

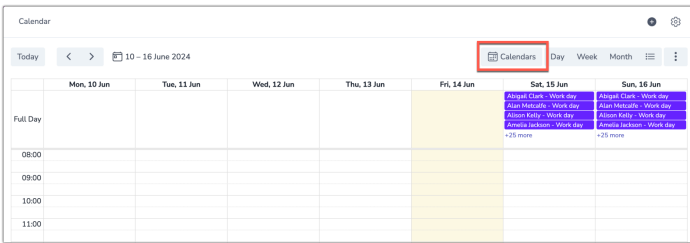
1. Head to **Applications > Calendar**.
2. Click the 3 dot menu and select **Export**.



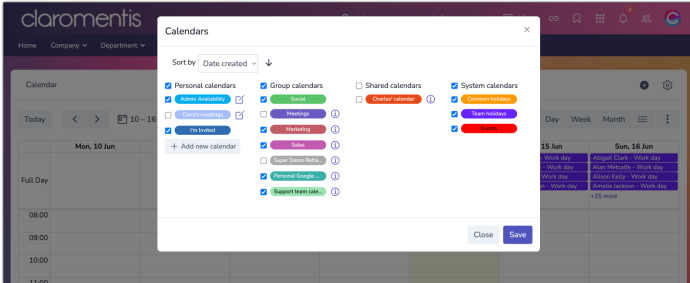
3. A pop-up will appear, select only the calendar(s) you wish to export:



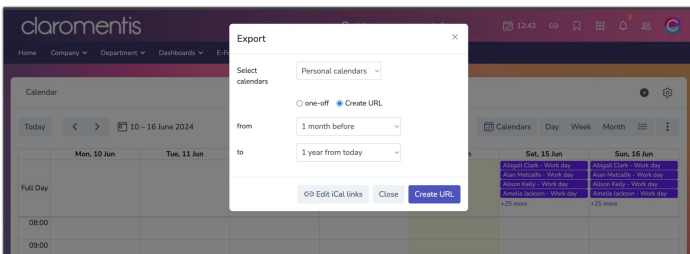
The choices equate to the calendars a user has permission to see in the Calendar area:



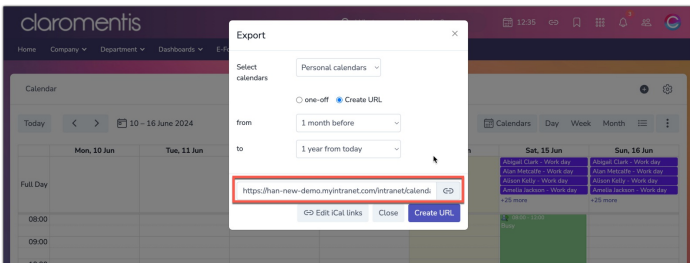
'Checked calendars' are those with the tick box selected, the other options relate to the titles for each column:



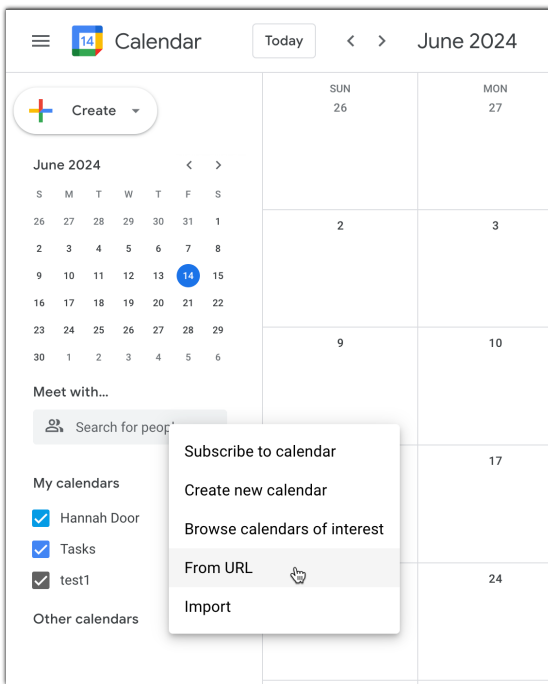
4. Select the **URL** option and set the range of events you wish to export from the calendars (the minimum/maximum is 1 year before or 1 year after the current date):



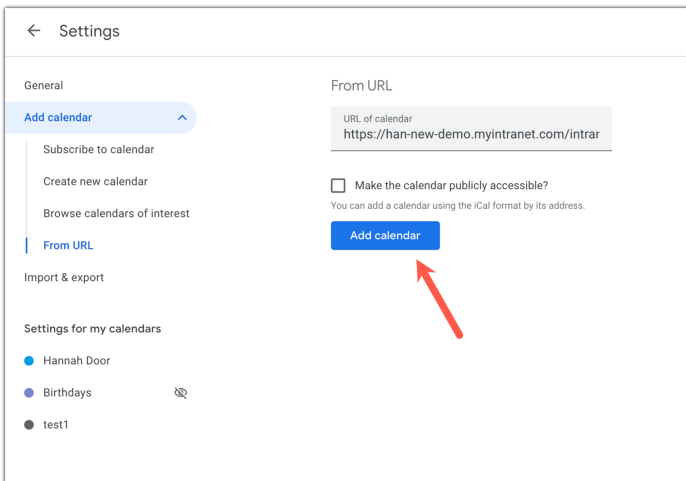
5. Click **Create URL** and a field for this will appear with a URL in it, copy this:



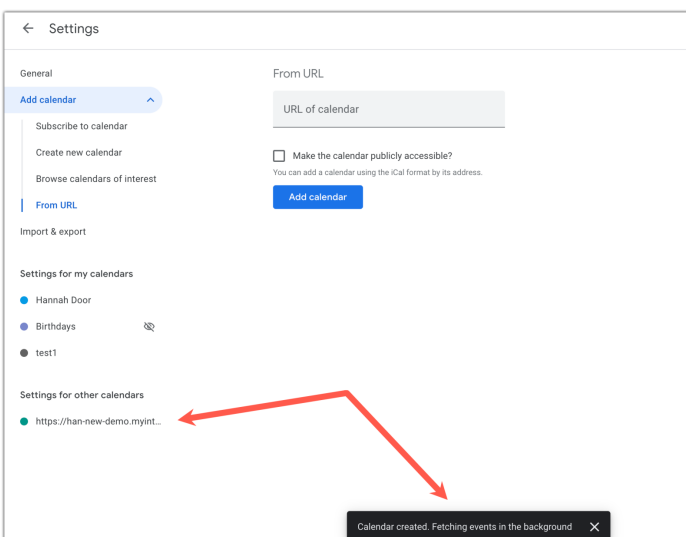
6. In Google Calendar, click on **Other calendars** and choose the **From URL** option:



7. Paste the calendar URL that was generated in Claromentis and select **Add Calendar**:



8. Google will confirm it is fetching events for the calendar in the background, and it should now appear listed under 'Other calendars' confirming it has been added:



9. All events for the time range and calendars included in the export will appear in Google.
New events added to the Intranet will appear in Google when the sync runs.

Please note: All changes may take 24 hours

Last modified on 19 June 2024 by Veronica Kim

Created on 14 June 2024 by Hannah Door

Tags: calendar, google, integration, gmail