# Sync Gmail Calendar to Claromentis

Overview

It is possible to display public Google Calendar(s) in the Intranet by generating an iCal URL and tying this address to an Intranet calendar.

> Starting from Claromentis v8.13.13 internet Calendars will be synced with Claromentis every 12 hours (twice a day) in the previous versions this will only happen once - at import.

How to

1. Log in to Google Calendar.

2. Under My Calendars on the left-hand menu, locate the calendar account and click to expand its options, select **Settings and Sharing**.
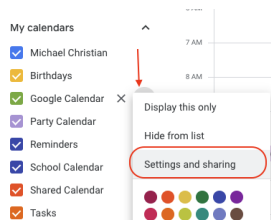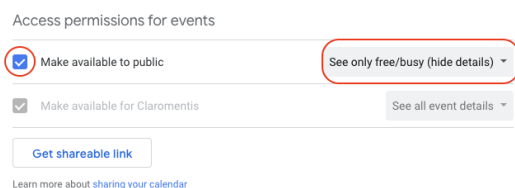

3. Only public calendars can be displayed using a link.

- For personal calendars:

Under 'Access permission for events' select 'Make available to public' but update the dropdown to 'See only free/busy'**.**

This protects your privacy as this will publically display when your calendar is booked and when it is free, but no other information about the events.

- For any non-personal calendars

Such as those for public events, it is ok to expose all of the event details.

Choose the appropriate setting for your calendar type.

4. Under 'Integrate calendar', copy the 'Public address in iCal format'.

5. In the Intranet create a new calendar to host the link and show its events.
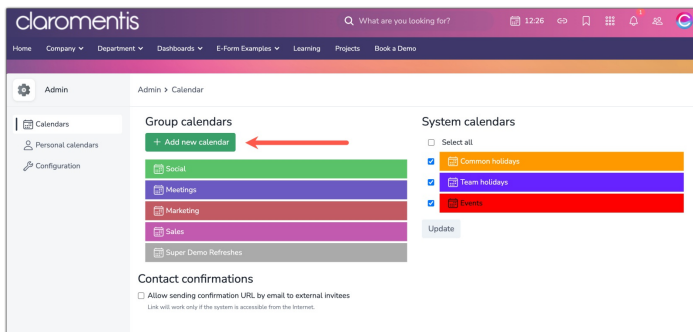
6. Add a name and description and check the box for 'Internet Calendar'.

7. Paste the iCal URL into the 'Calendar URL' field and enter appropriate user permissions for the calendar.
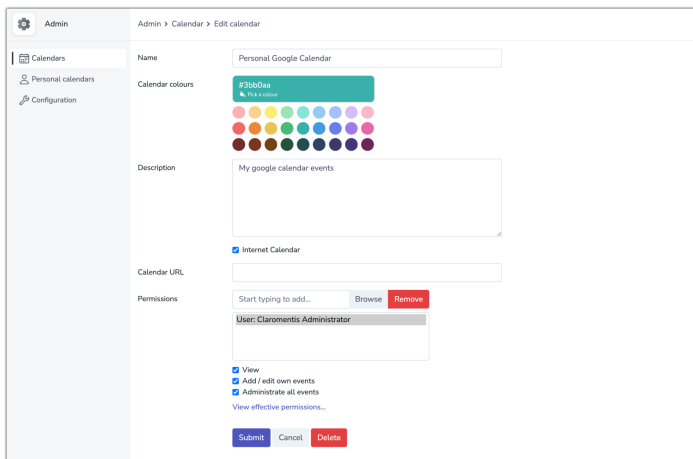

8. Monitor the calendar on the front end and check that the events start pulling through.

In 8.13.13+ the Intranet will check and update Internet Calendars every 12 hours (twice a day)

Embedding Google Calendar in Pages

Alternatively, it is also possible to embed a Google Calendar on an intranet Page, which does not require it to be public.

1. Log in to Google Calendar.

2. Under My Calendars on the left-hand menu, locate your calendar account and click to expand its option, select**Settings and Sharing**.
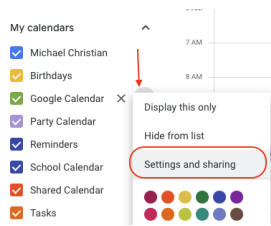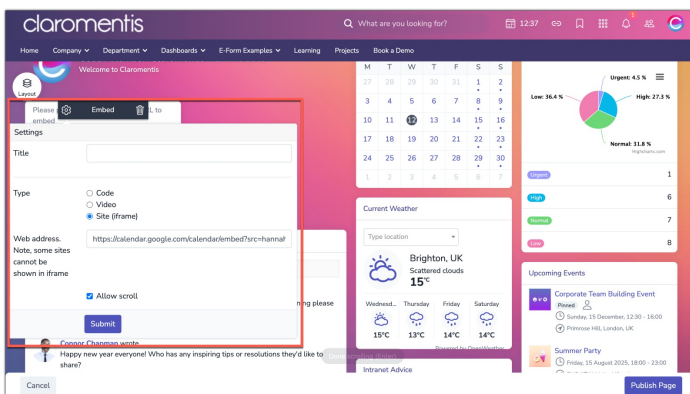

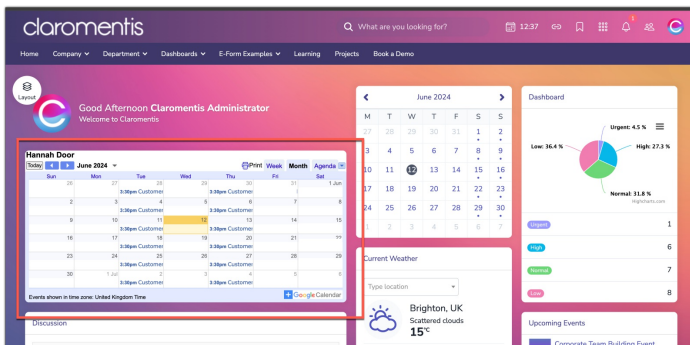3. Under **Integrate calendar** section, copy the Public URL to this calendar
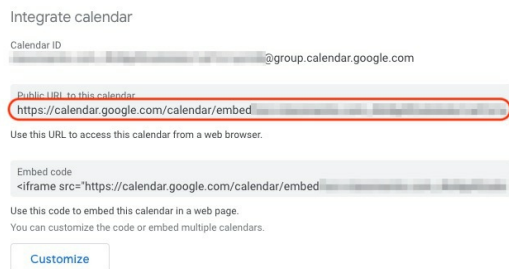
4. Edit the page and select the embed component.

Choose the 'site' type and paste the public URL into the web address field.

5. Click submit in the component and check in the page, the calendar should now pull through to and display in the embed component.

Do I have to make my calendar public if I use the embed method?

No, you don't have to make your personal calendar public but you have to make sure users who need to see your calendar events, have permission to the actual events in Google Calendar.

In most cases, they have to be authenticated with Google when viewing embedded calendars in Claromentis.

Here is an example of what user will see getting when they don't have permission to view one of the events: