

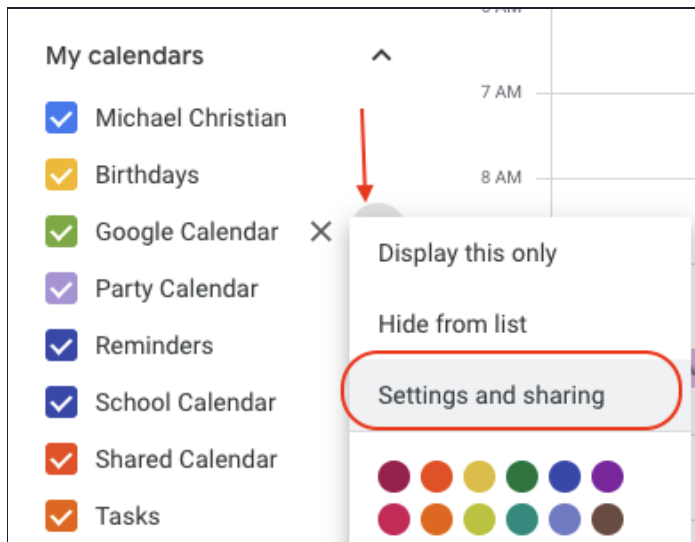


## Sync Google Calendar to Claromentis

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.

### 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.

Access permissions for events

Make available to public See only free/busy (hide details) ▾

Make available for Claromentis See all event details ▾

[Get shareable link](#)

Learn more about [sharing your calendar](#)

### 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'.

Integrate calendar

Calendar ID  
claromentis.com\_r8n8gr82ods6sko1a47a1asmi8@group.calendar.google.com

Public URL to this calendar  
`https://calendar.google.com/calendar/embed?...`

Use this URL to access this calendar from a web browser.

Embed code  
`<iframe src="https://calendar.google.com/calendar,..."`

Use this code to embed this calendar in a web page.  
You can customize the code or embed multiple calendars.

[Customize](#)

Public address in iCal format  
`https://calendar.google.com/calendar/ical/...`

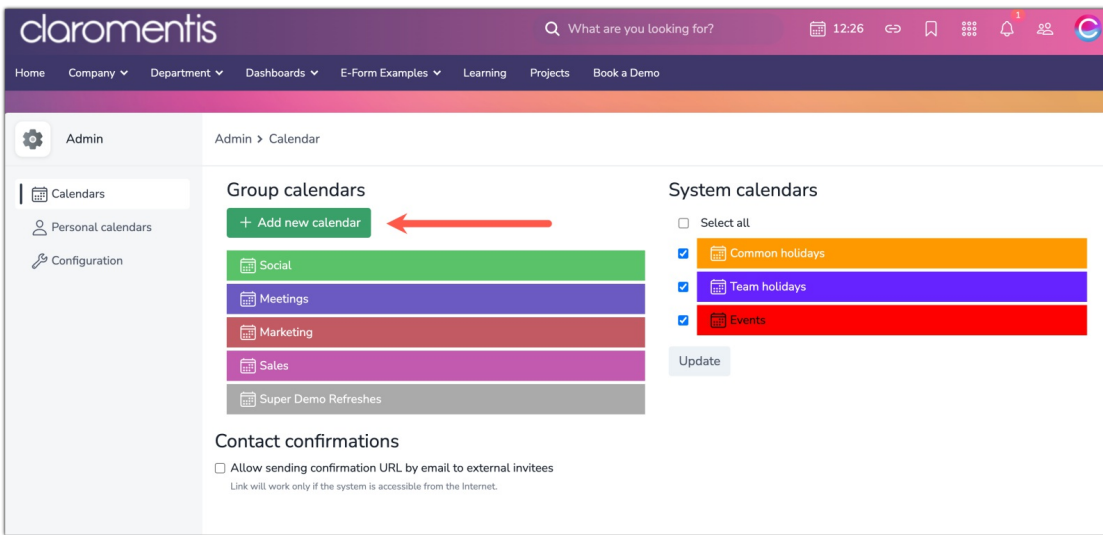
Use this address to access this calendar from other applications.

5. You can then import this iCal URL into the Group Calendar (Calendar Admin Panel) or to your own Personal Calendar.

## Group Calendar

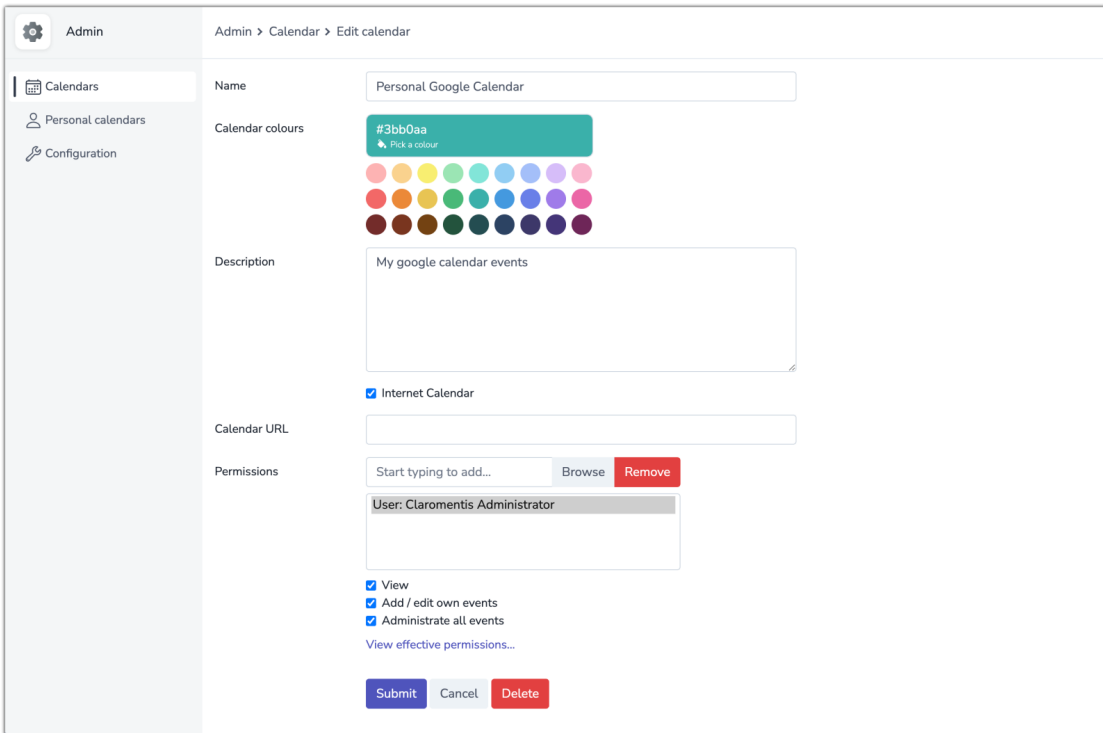
**Calendar Admin** Permission is required to create group calendars

1. Navigate to **Admin > Calendar** and 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.



## Personal Calendar

1. In the Calendar application, click on "Calendar" to see list of available calendars



2. Under Personal calendars, click "Add new calendar"

## Calendars



Sort by Date created ↓

- Personal calendars
  - Admin Availability
  - I'm Invited
  - + Add new calendar
- Group calendars
  - Social
  - Meetings
  - Marketing
  - Sales
  - Super Demo Refr...
- Shared calendars
  - Charles' calendar
- System calendars
  - Common holidays
  - Team holidays
  - Events

Close

Save

3. Check 'Internet Calendar' and paste the iCAL URL

Calendar > Add calendar

Name

Calendar colours #00adef  
Pick a colour

Description

Internet Calendar

Calendar URL

Permissions

Owner  
User: Michael Christian (CTO)

View  
 Add / edit own events  
 Administrate all events

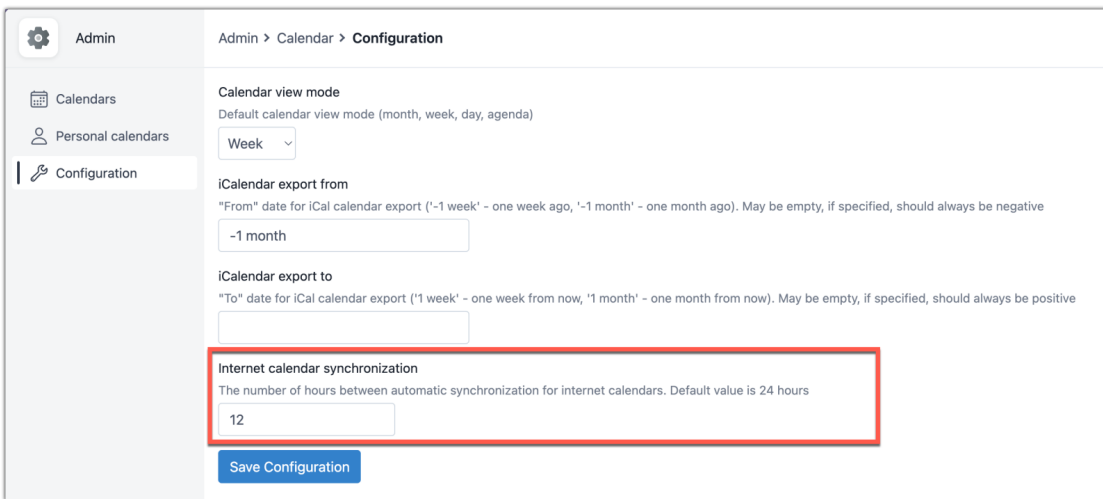
[View effective permissions...](#)

## Configuration

Open the 'Configuration' tab and check the value set in the 'Internet calendar synchronisation' field.

This determines how often the sync will run. The default is 24, but we recommend updating this to every 12 hours depending the frequency the calendar is updated.

It is not advisable to make the sync too frequent as it may severely impact system performance.

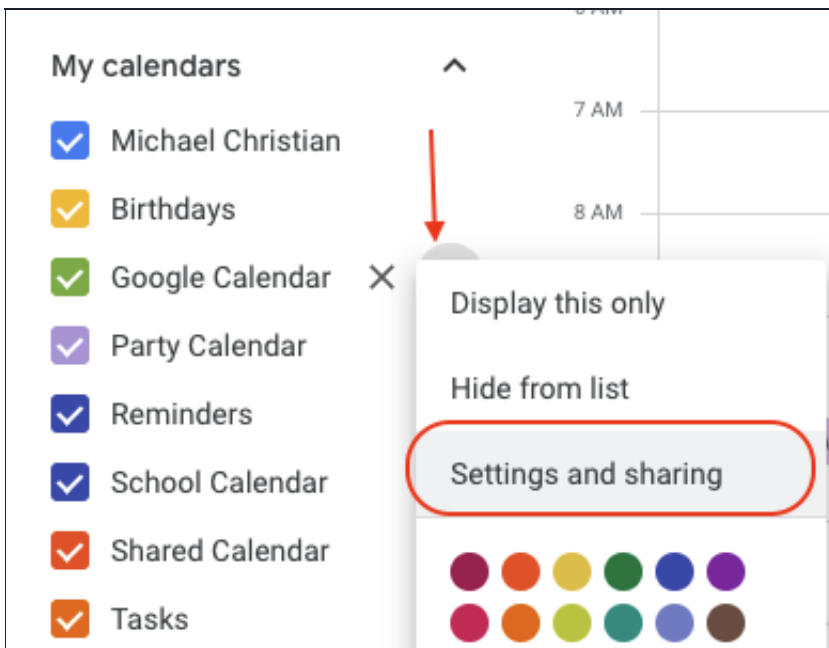


9. Monitor the calendar on the front end and check that the events start pulling through after the sync timeframe has passed.

## 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

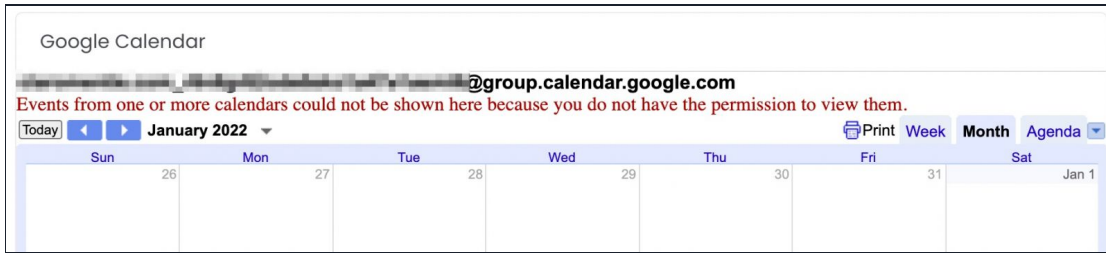


### Do I have to make my calendar public if I use the embed method?

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 a user will see when they don't have permission to view one of the events:



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Last modified on 27 January 2026 by [Michael Christian](#)

Created on 12 June 2024 by [Hannah Door](#)

Tags: [calendar](#), [gmail](#), [sync](#), [event](#)