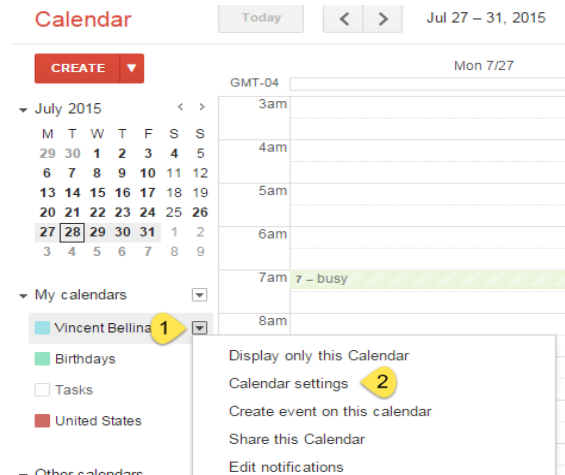


Google Calendar Steps

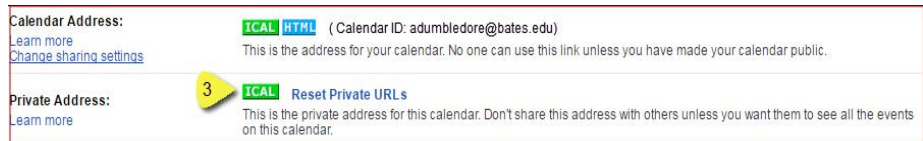
In order for free/busy time to be imported from your Google Calendar you must first share your calendar with BatesReach. The advantage of completing this process is that you will see all of your meetings in either your Google Calendar or BatesReach Calendar.

1. Navigate to your google calendar, click on the triangle to the right of the calendar you want to share.

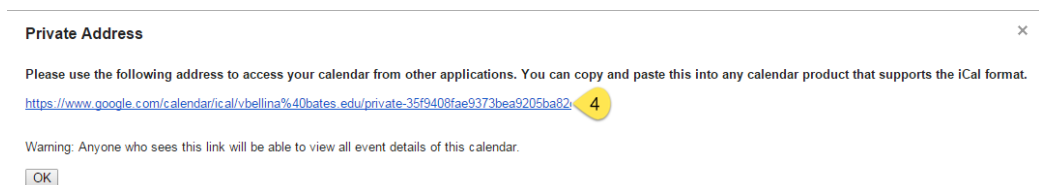


2. In the pop-up menu, select the option for Calendar Settings.

3. Scroll down to the Private Address field and select the ICAL button.



4. Copy the private URL provided by Google and paste it into the related field in your BatesReach profile.



BatesReach Steps

1. Click on your Profile Name/Photo Icon on the menu bar.
2. Click on the subtab item Email Notifications.
3. Under the section for Appointment Notifications make the following changes:

- a. Select the checkbox “Read busy times from my Google Calendar”.
- b. Paste the Private URL provided by Google in the previous step in the corresponding field.
- c. Click submit