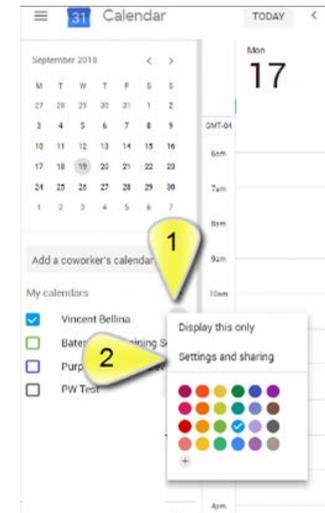


## Google Calendar Steps

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.

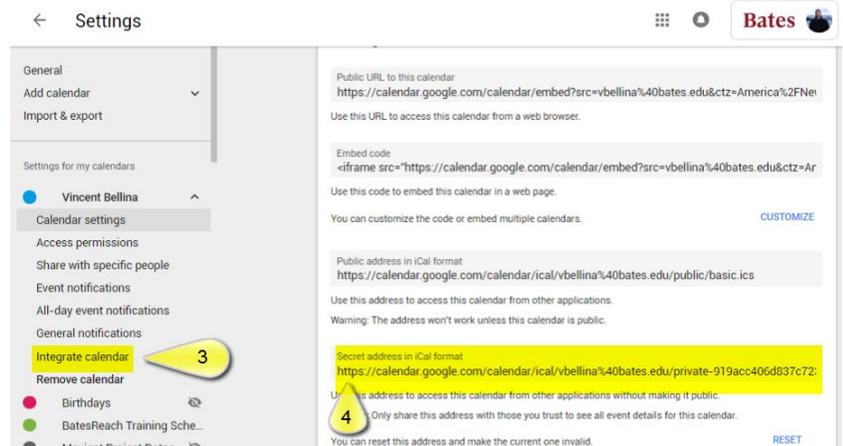
1. Navigate to your google calendar, click on the 3 dots to the right of the calendar you want to share.

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



3. Select Integrate Calendar.

4. Copy the Secret Address in iCal format provided by Google and paste it into the related field in your BatesReach profile.



## BatesReach Steps

1. Click on the Hamburger for the drop down menu.
2. Click your Profile Name.
3. Click on the subtab item Email Notifications.
4. Under the section for Appointment Notifications make the following changes:
  - a. Select the checkbox “Read busy times from my Google Calendar”.

- b. Paste the Secret Address in iCal format URL provided by Google in the previous step in the corresponding field.

The screenshot shows the BatesReach user interface. At the top, there is a blue navigation bar with the BatesReach logo and a search box labeled "Search for Students". Below the navigation bar, there are several menu items: "Office Hours", "Appointment", "Group Session", "Scheduling Wizard", and "Reserve Time". On the left side, there is a user profile section for "Albus Dumbledore" with a yellow callout "2" next to the name. Below the profile, there are sections for "Institutional Profile", "Appointment Preferences", "Email Notifications" (with a yellow callout "3"), "Help", and "Logout". The main content area is titled "Appointment Alerts" and contains the following options:

- Send me an email  minutes before the start of an appointment
- Send me an email with a calendar attachment for every:
  - change to my appointments
  - change to my Office Hours/Group Sessions
  - Read busy times from my external Google calendar
- (with a yellow callout "a" next to the checkbox and a yellow callout "b" next to the text box)

**Important:** In order for this setting to take effect, you must share your private calendar link with BatesReach. [Click here](#) for further instructions.

- c. Click submit