Bates

Student Affairs

BatesReach: Faculty & Staff Getting Started Guide – Syncing your Google Calendar with BatesReach
*Revised August 22, 2018*

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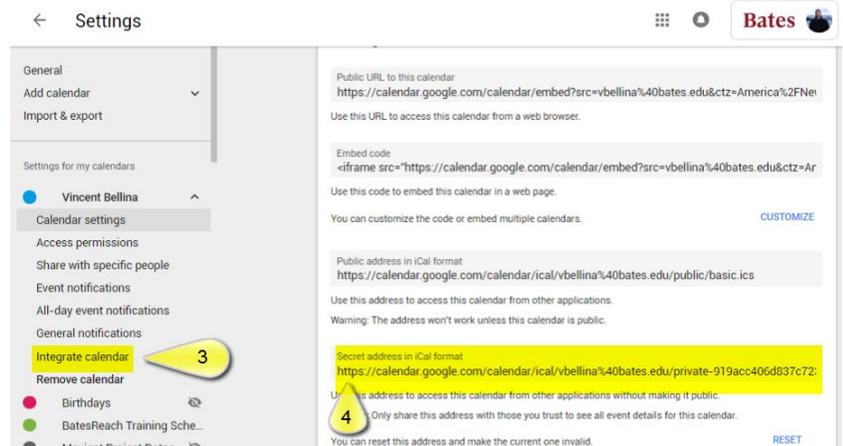
1. Navigate to your google calendar, click on the 3 dots to the right of the calendar you want to share.

2. In the pop-up menu, select the option for Settings and Sharing.
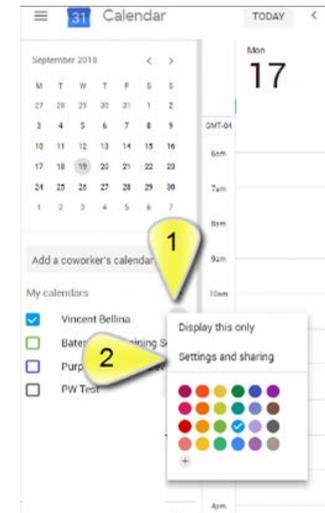
3. Select Integrate Calendar.

4. Copy the Secret Address in iCal format URL 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.

c. Click submit