

# Calendar Sync Google

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**salesnexus**

[www.salesnexus.com](http://www.salesnexus.com)

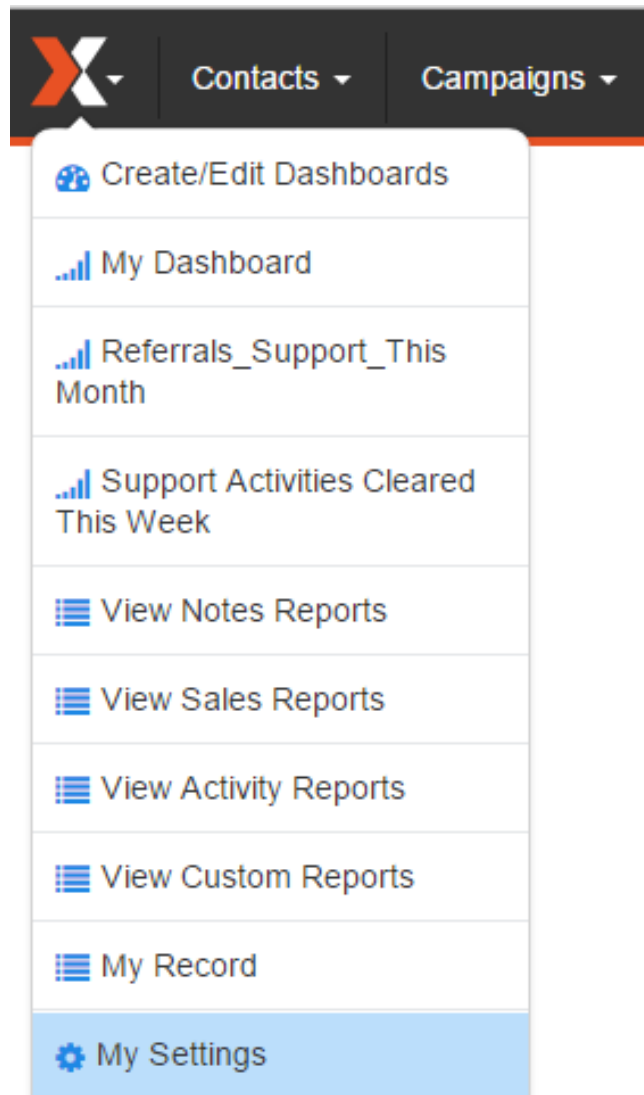
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## Overview

Once you have set up the sync process in your database, you will be able to manually sync your database calendar with your Outlook calendar with a quick click of a button.

## To set up the sync

Go to My Settings > Calendar Sync Settings



You will have the ability to specify times during a 24-hour period when the sync will occur.

\* You can only sync one type of calendar.\*

You will be asked to add your Google credentials prior to being able to set up the sync.

**Calendar Sync Settings**

Sync my calendar daily at

My calendar account credentials:

12:00 AM

Add Remove

Google calendar

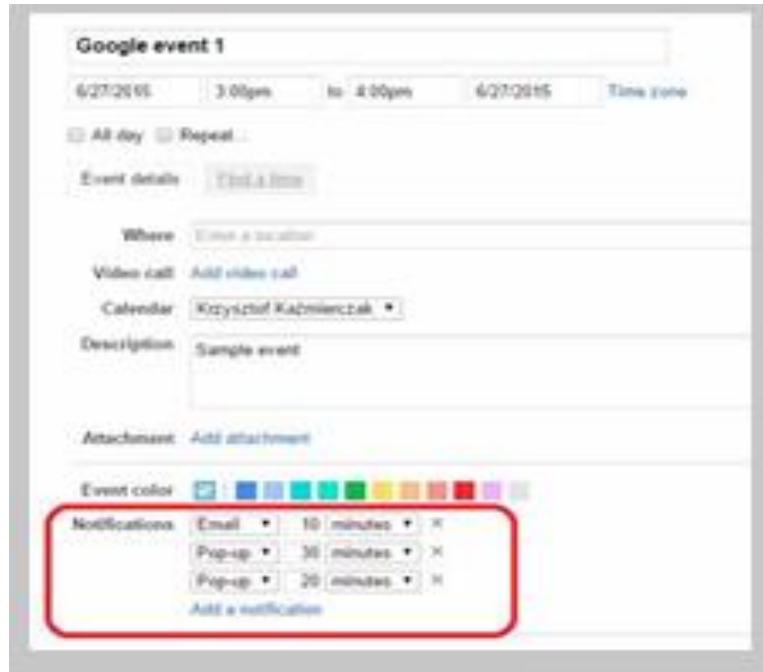
Add credentials

This is where you will add the auto-sync times (standard is hourly) that you want to sync your calendars during the day.

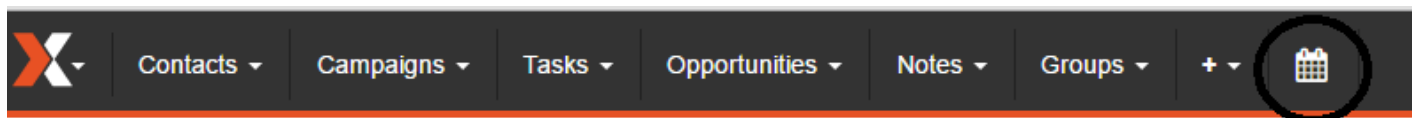
We suggest a limit of no more than hourly as you want to be certain the sync is completed prior to the next scheduled sync time.

You will receive a pop up to allow SalesNexus to access your Google information so you must “allow” this to proceed.

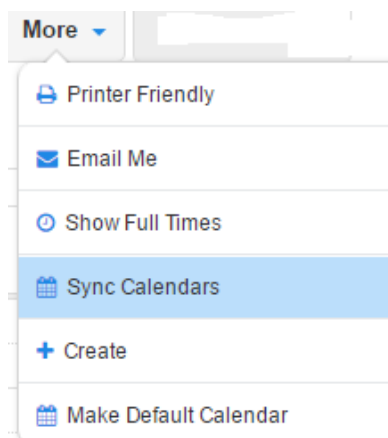
Tasks in Google calendar will look as follows and be mirrored as such in your SalesNexus calendar at the next scheduled sync:



Once you have set up the sync, you can manually, at any time, sync your calendar by accessing your calendar in the database here:



When the calendar is opened, select MORE and choose Sync Calendars



Upon selecting the “Sync Calendars” option, you will receive message that the sync is underway and you should see items begin to populate in the database calendar.

