

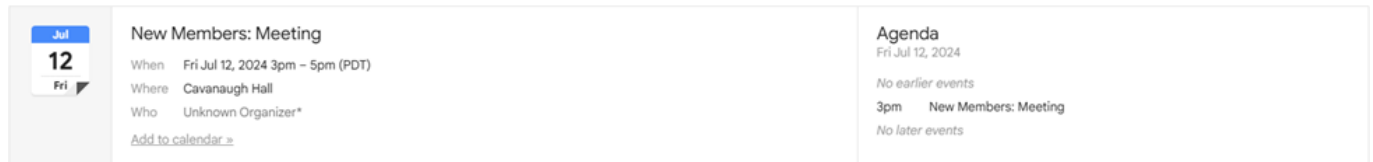
# Calendar App Integrations

## How do I add an event to my Google Calendar from my Gmail account?

To integrate association group events into your Google Calendar from your desktop, follow these steps:

\*If you're an admin member creating the event, please select the option to notify members as integrating events into Google Calendar will come directly from the email notification.

1. Open the event notification email in your Gmail account.
2. At the top of your email, click on the Add to Calendar button.

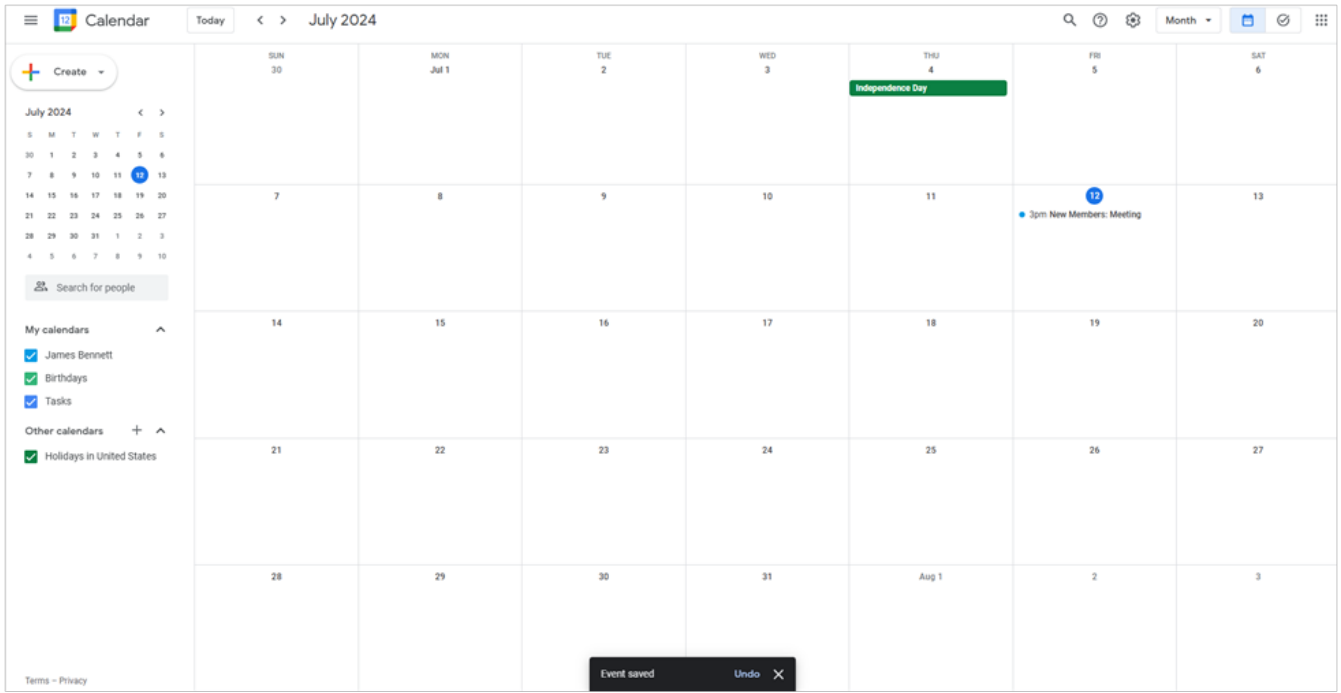


3. It will then open the event in a new tab in your Google Calendar. Click on Save.

A screenshot of the Google Calendar event creation interface. At the top, the event title is 'New Members: Meeting' with a close button on the left and a 'Save' button on the right. Below the title, the date and time are set to 'Jul 12, 2024' from '3:00pm' to '5:00pm' in the 'Time zone'. There is an option for 'All day' (unchecked) and 'Does not repeat'. Below this are tabs for 'Event details' (selected) and 'Find a time'. The 'Event details' section includes a button to 'Add Google Meet video conferencing', a location field set to 'Cavanaugh Hall', a notification field set to 'Notification' 30 minutes before, and a field for the organizer 'James Bennett'. There are also fields for 'Busy' and 'Default visibility'. On the right side, there is a 'Guests' section with an 'Add guests' button and 'Guest permissions' which include 'Modify event' (unchecked), 'Invite others' (checked), and 'See guest list' (checked). At the bottom is a text area with a rich text editor toolbar containing icons for bold, italic, underline, list, link, and unlink. The text in the area reads: 'We've recently had an influx of new member submissions, so we're meeting to go over submissions and better organize members into the system'.

4. Then you'll see the event in your Google Calendar.

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\*Please note that changes to the event in Biznomos will not reflect on Google Calendar, so they must be manually changed by editing the event manually in Google Calendar.

Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

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