

# Setting Up Your Calendar

Source: <https://knowledge.hubspot.com/meetings-tool/use-meetings>

In your calendar settings, you can connect a Google or Office 365 calendar to the meetings tool so if you have an event on your connected calendar, the booking page will show that you're busy during the event time. You can also edit the default meeting link, add additional calendars, or host the link on a connected domain in your settings.

A connected calendar is not required to view, edit, or **create meetings links** in the meetings tool, but it is required to book meetings. If a calendar is not connected, the booking page will be in offline mode, so meetings can be requested but will not be automatically added to the calendar.

## Connect your Gmail or Office 365 calendar

You can connect a calendar that is hosted with Google Apps (G Suite), Gmail (Google Free), or Office 365 to the meetings tool. Before connecting your calendar, keep in mind the following:


- When you connect a calendar to the meetings tool, the associated inbox will automatically **connect in your email integration settings**. However, once your calendar is integrated, you can **disable the inbox connection** without disabling the calendar connection.
- If you've **connected your inbox as a shared inbox in the conversations tool**, your calendar cannot be connected with the meetings tool. Only personal inboxes can be connected to the meetings tool.


To connect a calendar:

- In your HubSpot account, click the **settings icon** in the main navigation bar.
- In the left sidebar menu, navigate to **General**.
- Click the **Calendar** tab.
- Click **Connect your Calendar**.
- In the dialog box, click **Google / Gmail** or **Office 365**, then click **Connect your calendar**.

Do you have questions? [\*\*Get in touch.\*\*](#)

**Connect your calendar** ×

  
Google / Gmail

  
Office 365

☒ Turn on Calendar Sync  
Only for events with existing HubSpot contacts

Connect your calendar

- Review the information in the dialog box, then click **Accept and connect to [Google/Office 365]** to give the meetings tool access to your calendar.

You'll be redirected to the meetings dashboard, where you can [set up an individual meetings link](#).

**Please note:** if you have enabled the [Google Calendar](#) or [Office 365 Calendar](#) sync with HubSpot, when you create a calendar event with a contact directly in Google Calendar or in Office 365 Calendar, the event will sync to the CRM as a meeting engagement.

With this calendar sync, meetings [created directly on a contact record](#) in the CRM will send actual calendar event invitations to the contact. Without your calendar connected, it will create a meeting engagement on the record with no calendar event invitation sent.

**Necessary disclosure:** HubSpot will have access to both your Google Calendar and any other calendar you access via Google in order to power the meetings tool, and allow you to associate events with contacts in the CRM. HubSpot will have the ability to create or change your calendars, and update individual calendar events.

Do you have questions? [Get in touch.](#)

## Customize your connected calendar's settings

After connecting your calendar, users with an assigned **Sales Hub** or **Service Hub** paid **seat** can customize their default meetings link URL. **Marketing Hub Professional** or **Enterprise** users can also host the meetings link on a **custom domain that is connected** to HubSpot. All users can **connect additional calendars** in their settings.

### Edit your meetings URL and default meetings link (**Sales Hub and Service Hub Starter, Professional, or Enterprise only**)

You can change your meetings URL or select a new default meeting link.

- In your HubSpot account, click the **settings icon** settings in the main navigation bar.
- In the left sidebar menu, navigate to **General**.
- Click the **Calendar** tab.
- In the *Meetings URL* field, edit the **URL**. Changes to your meetings URL will apply to all new links going forward, but will not change existing meetings links.

#### Meetings URL

Your new meetings URL will only apply to future meetings and won't affect links created before.

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demo

- To select a different default meetings link, click the **Default meeting link** dropdown menu.

### Connect additional calendars

You can connect additional calendars to your integrated calendar. When a contact books a meeting with you, HubSpot will check the availability on each calendar and block times that are busy.

- In your HubSpot account, click the **settings icon** in the main navigation bar.
- In the left sidebar menu, navigate to **General**.
- Click the **Calendar** tab.
  - Click the **Selected calendars** dropdown menu and select any additional calendars.

## Calendar

Connect your calendar to use HubSpot Meetings and calendar sync.



jmongeau@hubspot.com

Connected

Disconnect calendar

### Selected calendars

2 of 36 selected

jmongeau@hubspot.com

Running Club X



Don't see your calendar? Your calendar must be tied to the same email address you're using with the meetings tool. [Learn more.](#)

- To remove an additional calendar, click **X** next to the calendar name.
- Click **Save**.

You can only add calendars that you own or that your email address has access to in your connected Gmail or Office 365 account. Learn how to [set up new Google calendars](#) and [new Office 365 calendars](#). When a prospect books a meeting with you, the meeting event will only appear on your personal default calendar, not your other integrated calendars.

## Host meetings links on your domain

**Please note:** any user in a **Marketing Hub Starter**, **Professional**, or **Enterprise** account or **CMS Hub Professional** or **Enterprise** account can host meetings links on custom domains as long as these domains are connected in the [domain manager](#). If you're a user in an account that does not have one of the required subscriptions, you can either select [app.hubspot.com](#) or [meetings.hubspot.com](#) from the dropdown menu.

Do you have questions? [Get in touch.](#)

You can use your own custom domain for your meetings link to reflect your brand and enable form fields to **pre-populate with information from past form submissions**.

- In your HubSpot account, click the **settings icon** in the main navigation bar.
- In the left sidebar menu, navigate to **General**.
- Click the **Calendar** tab.
- Click the **Meeting domain** dropdown menu and select a custom domain to host your meetings links on instead of a HubSpot address. Only domains that have been connected in your **domain manager** will appear in the dropdown menu for selection.

Meeting domain



Previously sent links are still accessible from their old locations.

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If you want to prevent search engines from indexing meetings links on custom domains, you can add "Disallow: /meetings\*" to your **robots.txt file**.

**Please note:** if you're using a custom domain, the URL still needs to have a different slug than existing meetings links on other domains.

For example, *http://yourcustomname.com/meetings/example* and *http://app.hubspot.com/meetings/example* are considered the same, so you wouldn't be able to use *http://yourcustomname.com/meetings/example* if *http://app.hubspot.com/meetings/example* already exists.