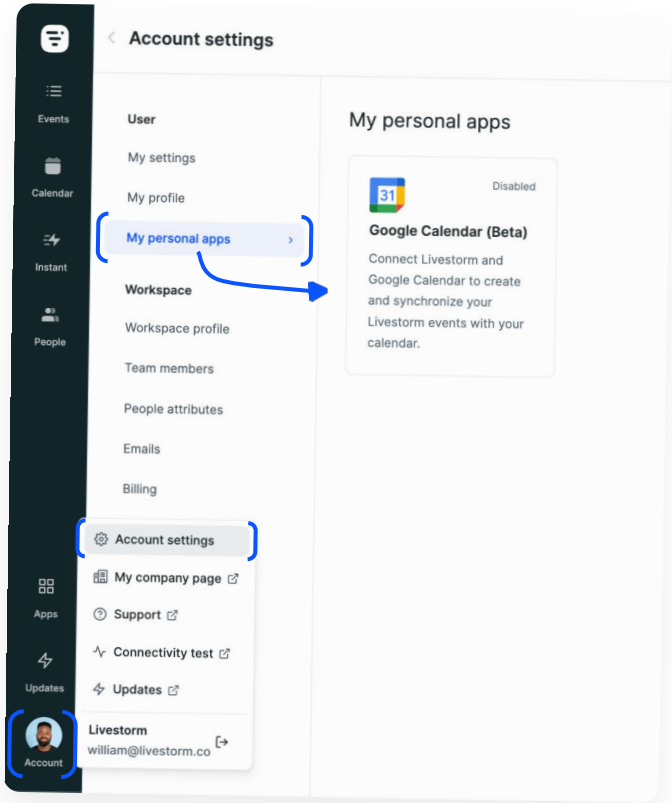
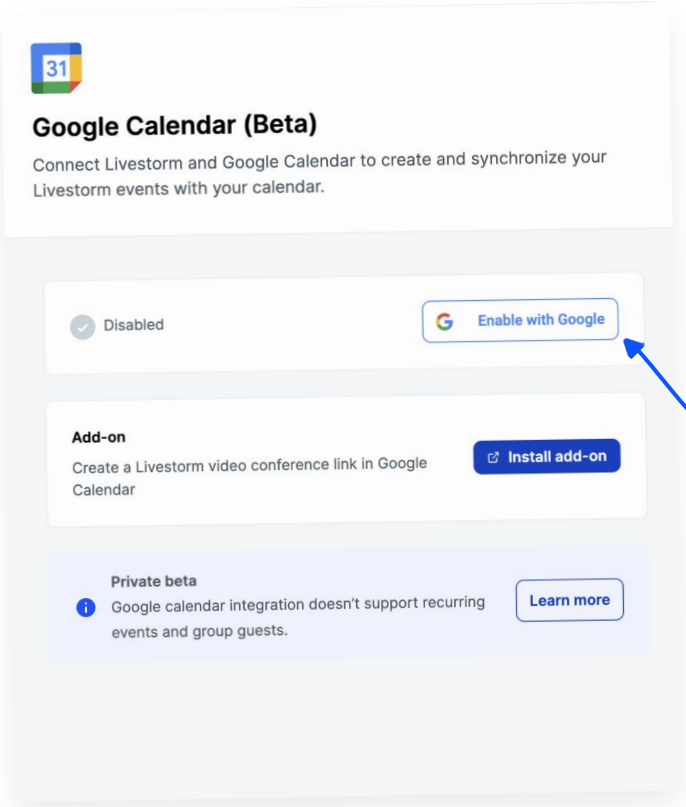
How to setup and use our calendar integrations

Google Calendar

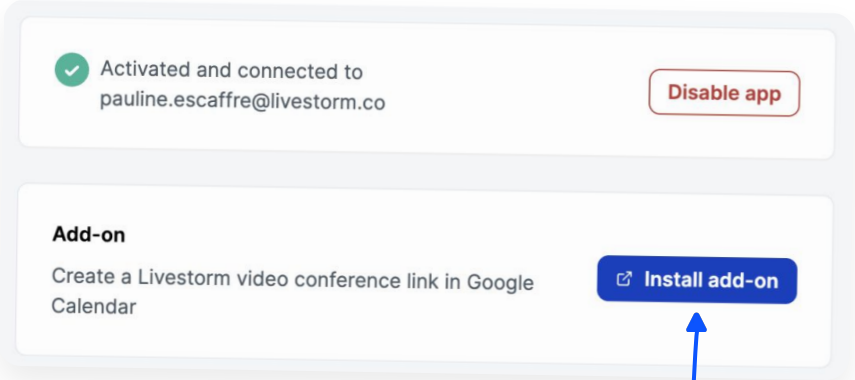
Google calendar integration 1/2





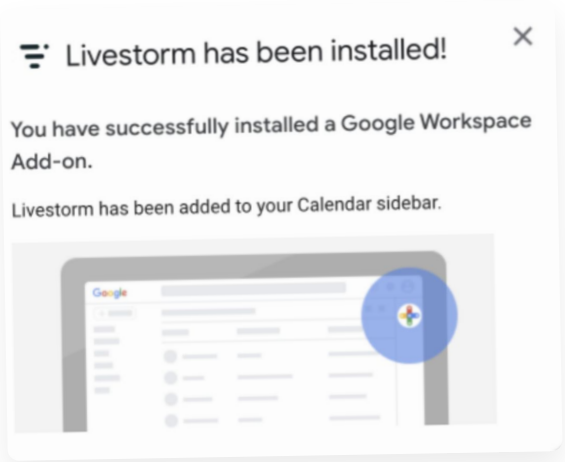
You will need to authorize Livestorm to access your Google Account thanks to the window pop up

Google calendar integration 2/2



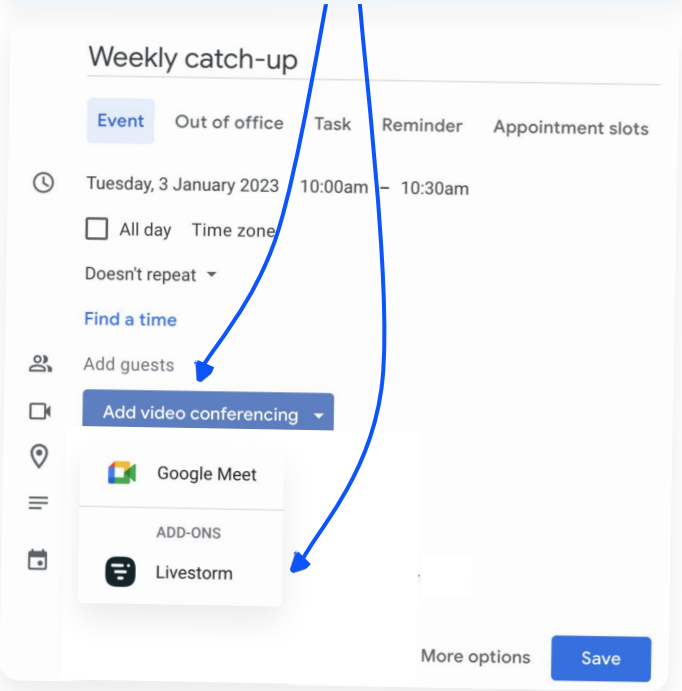
You need to **install add-on** and give Livestorm calendar add-on **access to your Google Account**

That's it! **Livestorm add-on is now installed**, and you're good to go!

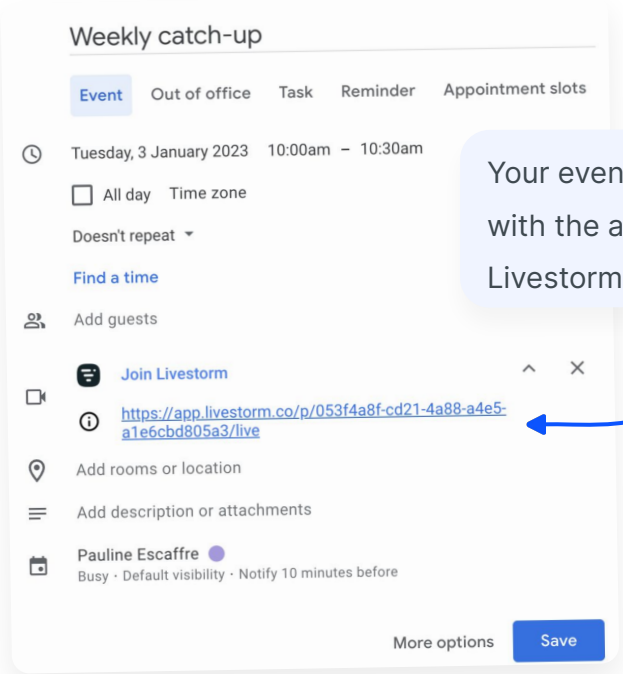


How to create an event with Google calendar 1/2

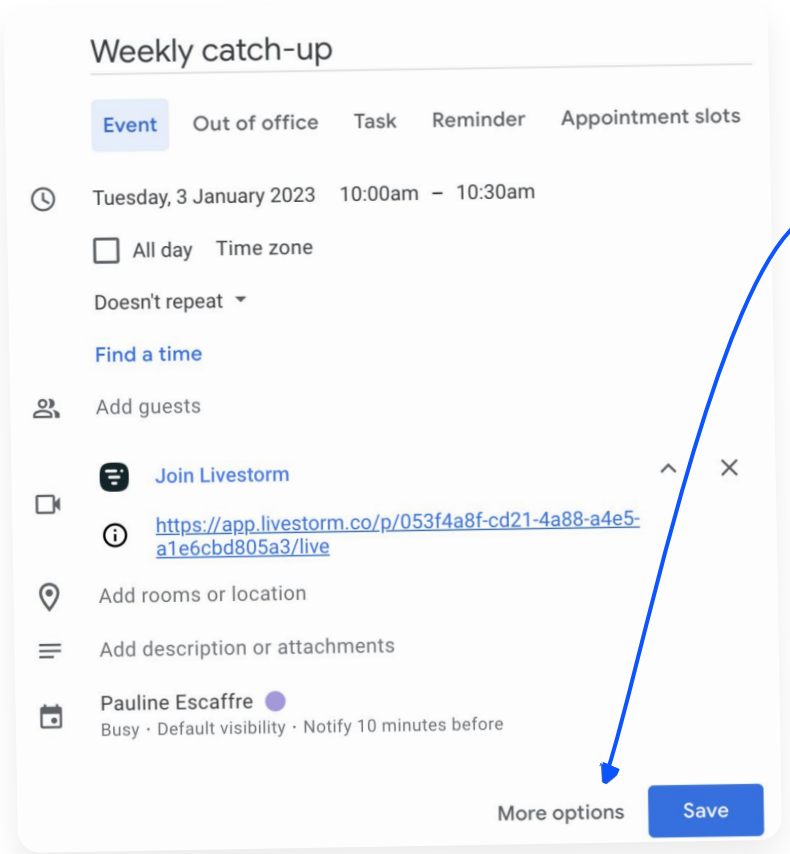
Pick a slot for your event or meeting and then add Livestorm as your video conferencing



Your event is now updated with the access link to your Livestorm event.



How to create an event with Google calendar 2/2



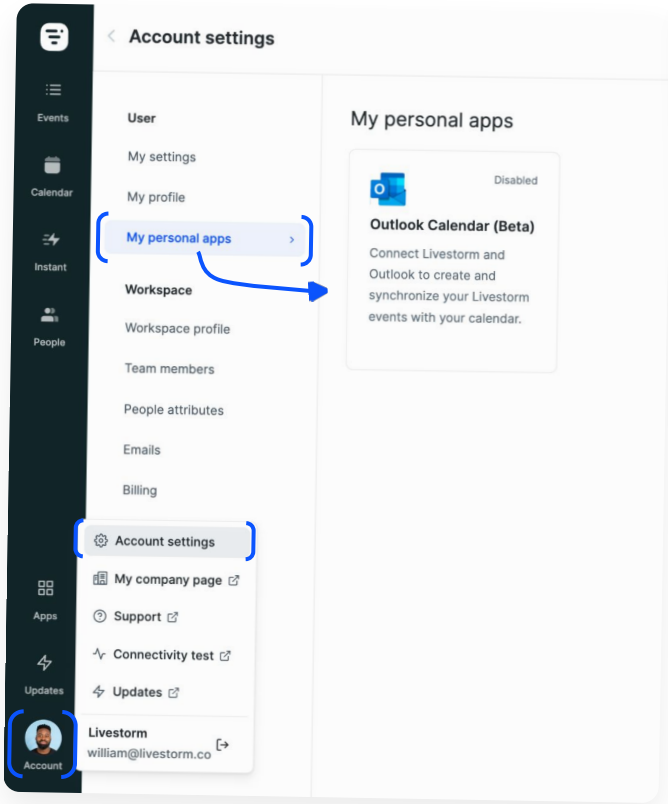
Tips: If you don't want everyone to see the names and emails of all the registrants, you can hide them by clicking on **More options** and then just **untick Invite others and See guest list.**
This can be useful if you're creating a webinar. 👌

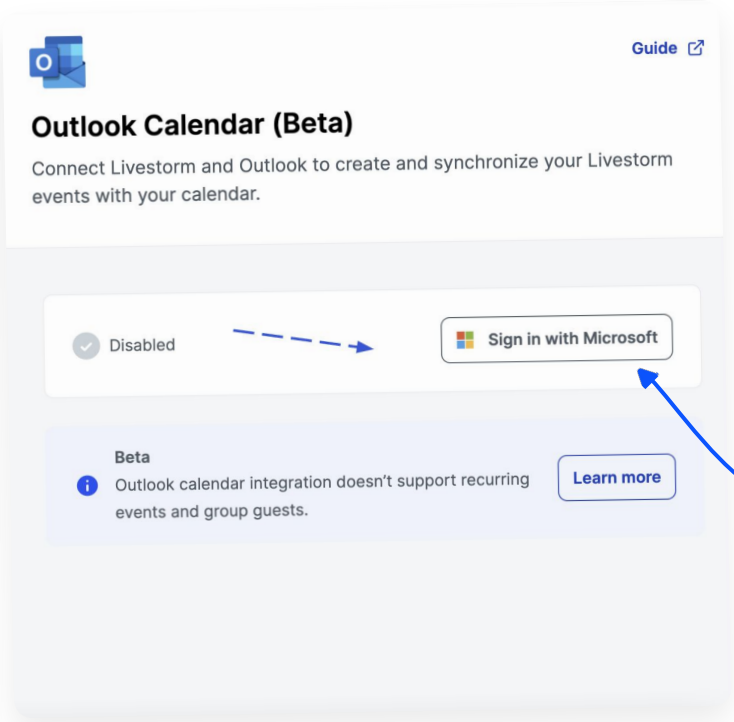
To make sure the event is **correctly svnchronized**, on your main dashboard, you'll see the in front of your event

[If you need more detail]

Outlook Calendar

Outlook calendar integration 1/4

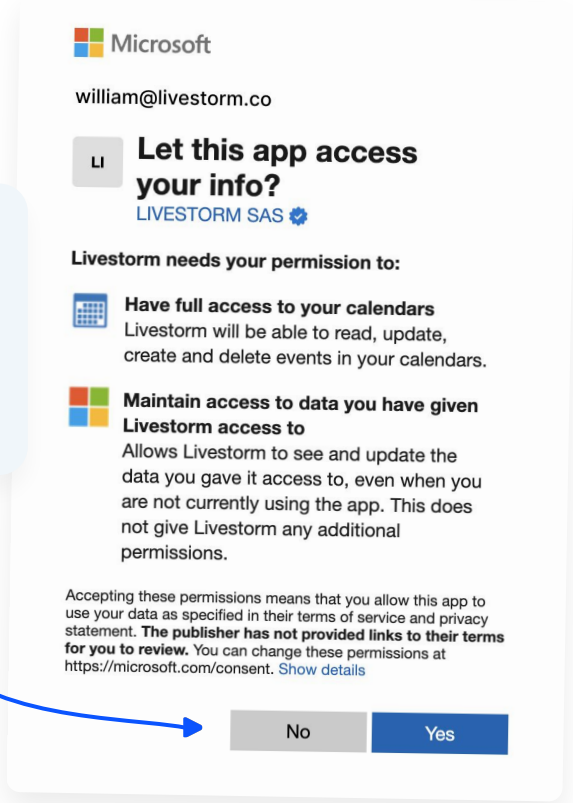


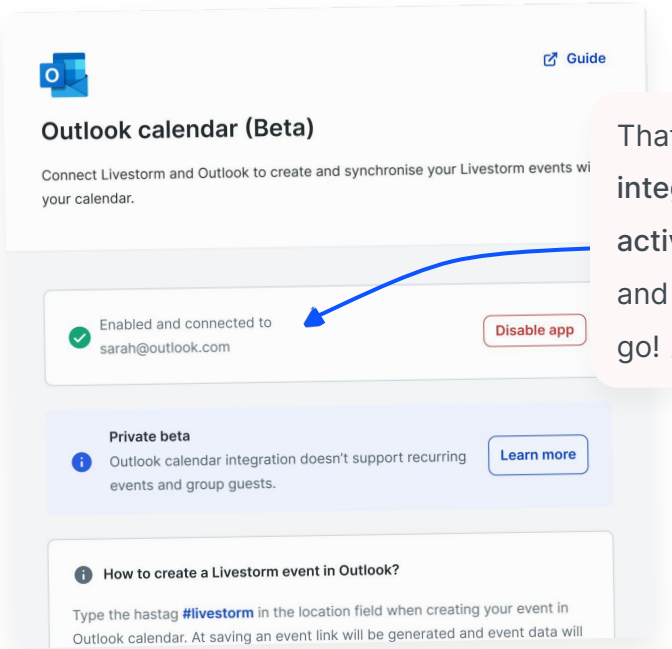


You will need to sign in to your Microsoft 365 account to access your account thanks to the window pop up

Outlook calendar integration 2/4

Sign in to your Microsoft account and allow access to your Livestorm account.



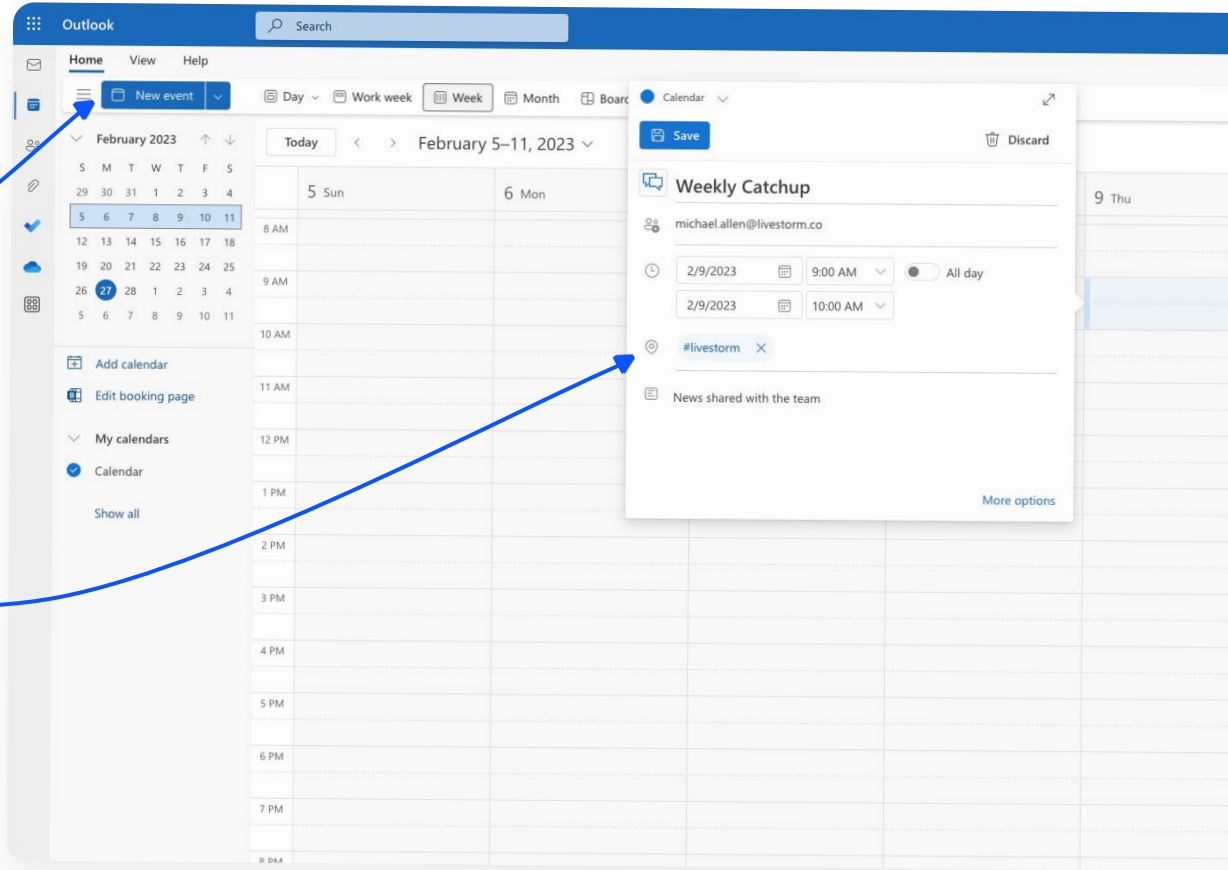


That's it! The integration is now activated, and you're good to go! 🥳

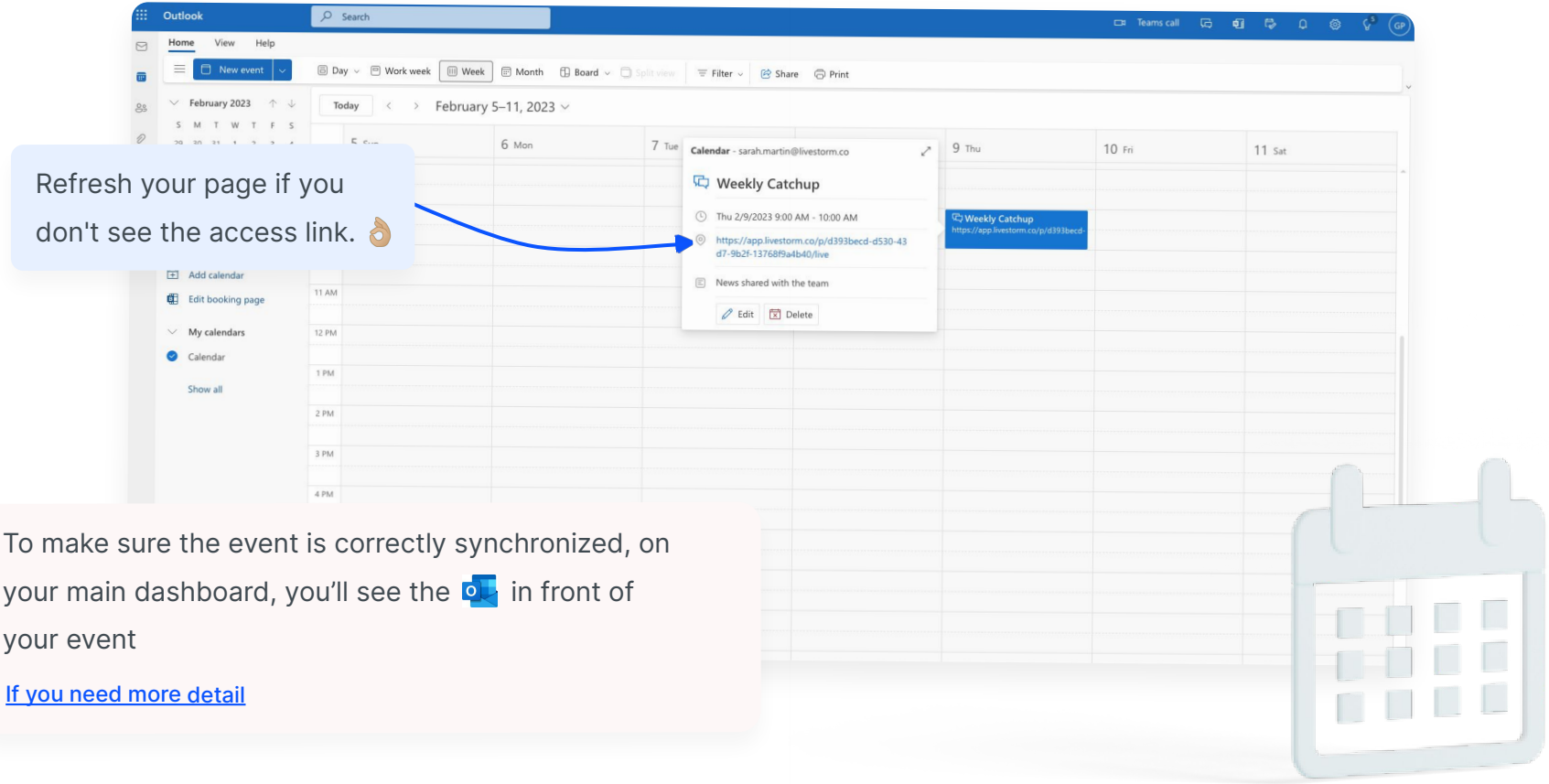
How to create an event with Outlook calendar 3/4

In your Outlook Calendar, click either on **New event** or on the slot where you want to create your Livestorm event.

Edit the information about your event with #livestorm in the location field and Save it.



How to create an event with Outlook calendar 4/4



Refresh your page if you don't see the access link. 👌

To make sure the event is correctly synchronized, on your main dashboard, you'll see the in front of your event

[If you need more detail]

Livestorm

Well done!

Now it’s time to kick off your event 🎉

Any questions? Need recommendations?
Please contact your CSM