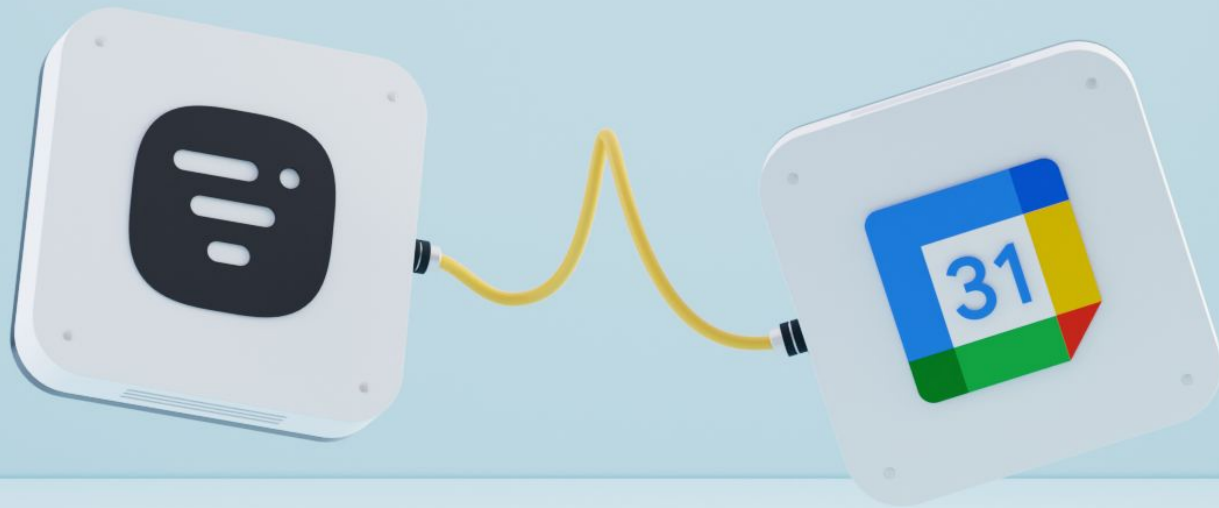


How to setup and use our calendar integrations

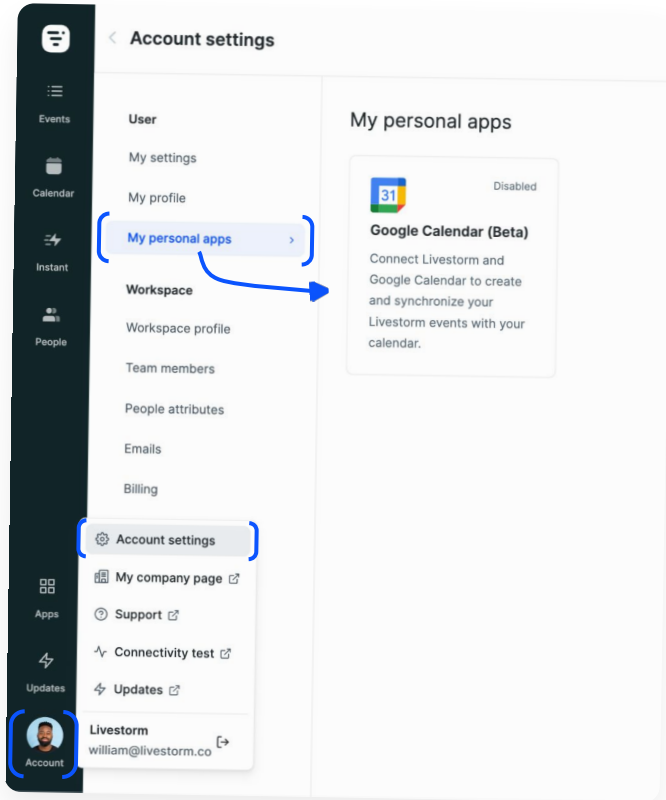


Google Calendar





Google calendar integration 1/2



The screenshot shows the 'Account settings' page in the Livestorm application. The left sidebar contains navigation options: Events, Calendar, Instant, People, Apps, and Updates. The main content area is titled 'Account settings' and is divided into 'User' and 'Workspace' sections. The 'My personal apps' section is highlighted with a blue box and an arrow pointing to the 'Google Calendar (Beta)' app card. The 'Account settings' option in the sidebar is also highlighted with a blue box and an arrow pointing to the 'My personal apps' section.

Account settings

User

- My settings
- My profile
- My personal apps**

Workspace

- Workspace profile
- Team members
- People attributes
- Emails
- Billing

My personal apps

Google Calendar (Beta) Disabled

Connect Livestorm and Google Calendar to create and synchronize your Livestorm events with your calendar.

Account settings

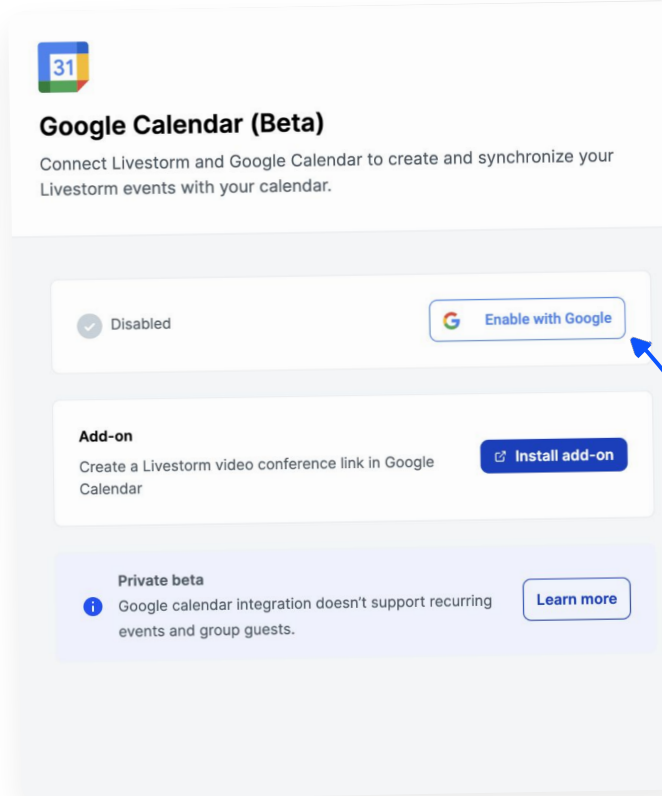
My company page ↗

Support ↗

Connectivity test ↗

Updates ↗

Livestorm
william@livestorm.co ↗



The screenshot shows the 'Google Calendar (Beta)' integration window. It features the Google Calendar logo and a title 'Google Calendar (Beta)'. Below the title is a description: 'Connect Livestorm and Google Calendar to create and synchronize your Livestorm events with your calendar.' The window is divided into three sections: 'Disabled' with an 'Enable with Google' button, 'Add-on' with an 'Install add-on' button, and 'Private beta' with a 'Learn more' button. A blue arrow points from the 'Enable with Google' button to a text box on the right.

Google Calendar (Beta)

Connect Livestorm and Google Calendar to create and synchronize your Livestorm events with your calendar.

Disabled [Enable with Google](#)

Add-on [Install add-on](#)

Create a Livestorm video conference link in Google Calendar

Private beta [Learn more](#)

Google calendar integration doesn't support recurring events and group guests.

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



Google calendar integration 2/2

✓ Activated and connected to
pauline.escaffre@livestorm.co

Disable app

Add-on

Create a Livestorm video conference link in Google
Calendar

Install add-on

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!

☰ Livestorm has been installed! ✕

You have successfully installed a Google Workspace
Add-on.

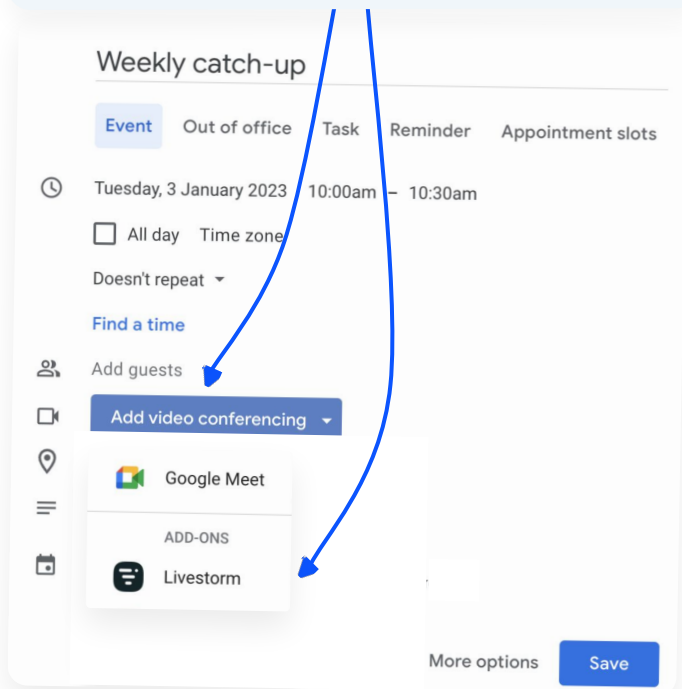
Livestorm has been added to your Calendar sidebar.





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



Weekly catch-up

Event Out of office Task Reminder Appointment slots

Tuesday, 3 January 2023 10:00am - 10:30am

All day Time zone

Doesn't repeat ▾

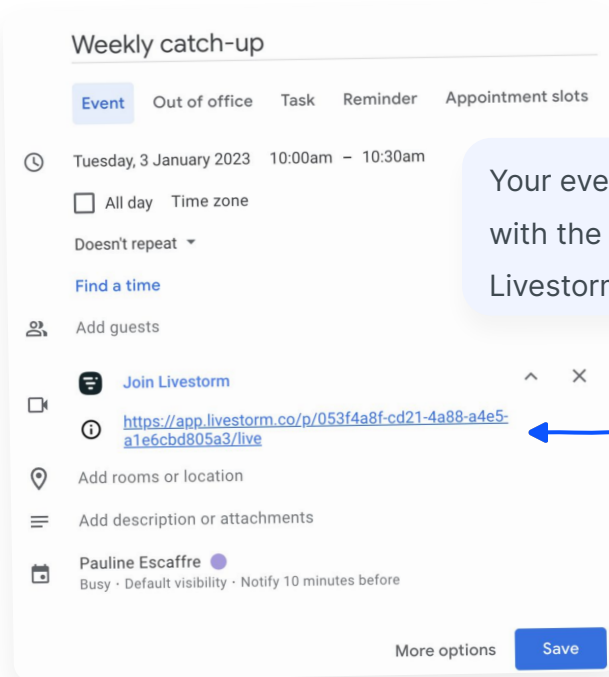
Find a time

Add guests

Add video conferencing ▾

- Google Meet
- ADD-ONS
- Livestorm

More options Save



Weekly catch-up

Event Out of office Task Reminder Appointment slots

Tuesday, 3 January 2023 10:00am - 10:30am

All day Time zone

Doesn't repeat ▾

Find a time

Add guests

Join Livestorm

<https://app.livestorm.co/p/053f4a8f-cd21-4a88-a4e5-a1e6cbd805a3/live>

Add rooms or location

Add description or attachments

Pauline Escaffre ●
Busy · Default visibility · Notify 10 minutes before

More options Save

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



How to create an event with Google calendar 2/2

Weekly catch-up

Event Out of office Task Reminder Appointment slots

Tuesday, 3 January 2023 10:00am – 10:30am

All day Time zone

Doesn't repeat ▾

[Find a time](#)

Add guests

[Join Livestorm](#) ^ x

<https://app.livestorm.co/p/053f4a8f-cd21-4a88-a4e5-a1e6cbd805a3/live>

Add rooms or location


Add description or attachments

Pauline Escaffre ●
Busy · Default visibility · Notify 10 minutes before

[More options](#) [Save](#)

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**.

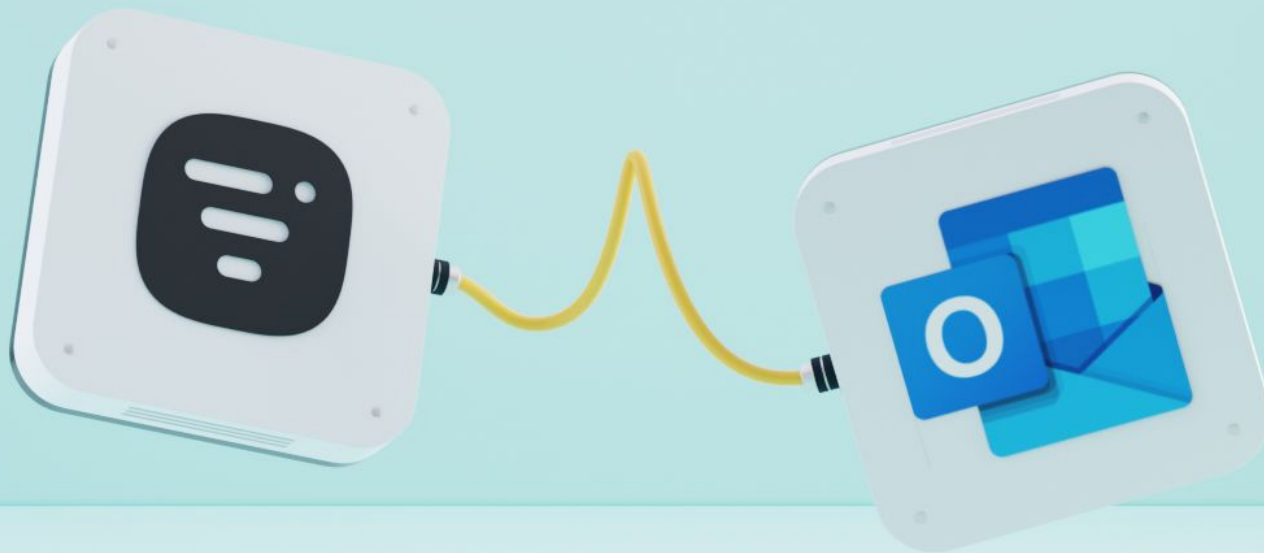
This can be useful if you're creating a webinar. 🕯

To make sure the event is **correctly synchronized**, 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

Account settings

User

- My settings
- My profile
- My personal apps**

Workspace

- Workspace profile
- Team members
- People attributes
- Emails
- Billing

Account settings

- My company page
- Support
- Connectivity test
- Updates

Livestorm
william@livestorm.co

My personal apps

Outlook Calendar (Beta) Disabled

Connect Livestorm and Outlook to create and synchronize your Livestorm events with your calendar.

Outlook Calendar (Beta) [Guide](#)

Connect Livestorm and Outlook to create and synchronize your Livestorm events with your calendar.

Disabled [Sign in with Microsoft](#)

Beta

Outlook calendar integration doesn't support recurring events and group guests. [Learn more](#)

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.



william@livestorm.co



Let this app access your info?

LIVESTORM SAS

Livestorm needs your permission to:



Have full access to your calendars

Livestorm will be able to read, update, create and delete events in your calendars.



Maintain access to data you have given Livestorm access to

Allows Livestorm to see and update the data you gave it access to, even when you are not currently using the app. This does not give Livestorm any additional permissions.

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at <https://microsoft.com/consent>. [Show details](#)

No

Yes



[Guide](#)

Outlook calendar (Beta)

Connect Livestorm and Outlook to create and synchronise your Livestorm events with your calendar.



Enabled and connected to sarah@outlook.com

[Disable app](#)



Private beta

Outlook calendar integration doesn't support recurring events and group guests.

[Learn more](#)



How to create a Livestorm event in Outlook?

Type the hashtag **#livestorm** in the location field when creating your event in Outlook calendar. At saving an event link will be generated and event data will

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



How to create an event with Outlook calendar 3/4

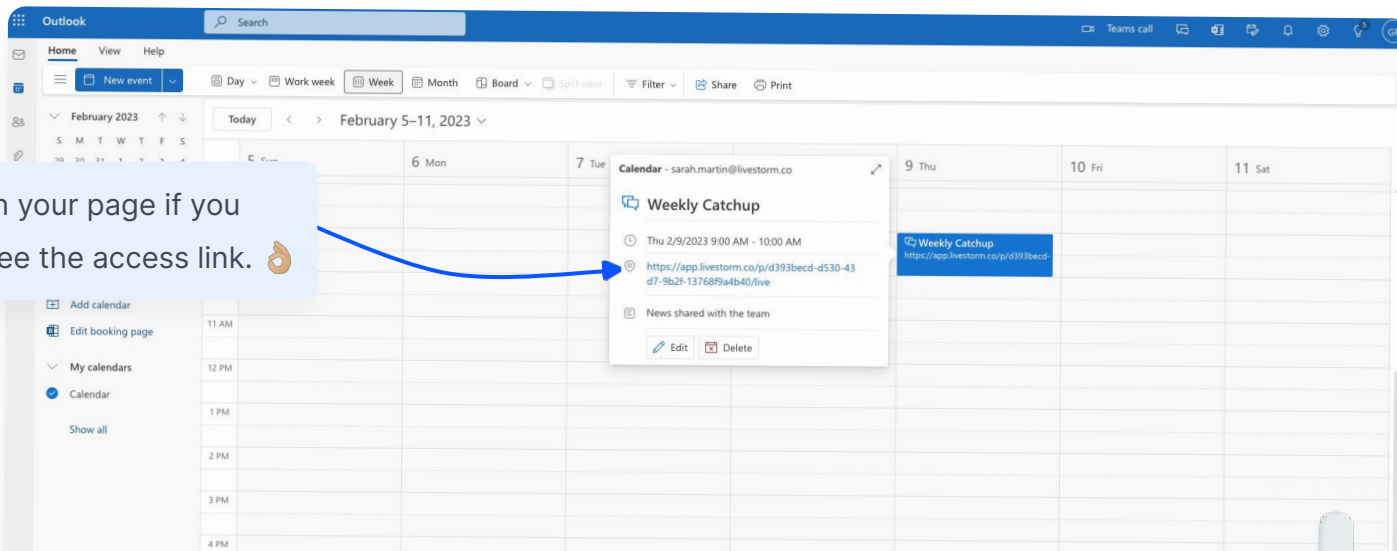
In your Outlook Calendar, click either on New event or on the slot where you want to create your Livestorm event.

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


The screenshot displays the Outlook calendar interface. The top navigation bar includes 'Outlook', a search bar, and tabs for 'Home', 'View', and 'Help'. Below this, there are options for 'New event', 'Day', 'Work week', 'Week', 'Month', and 'Board'. The main calendar view shows a weekly grid for February 5-11, 2023. A blue arrow points from the 'New event' button to the text in the first callout. Another blue arrow points from the '#livestorm' location field in the event creation form to the text in the second callout. The event creation form is titled 'Weekly Catchup' and includes fields for the organizer (michael.allen@livestorm.co), start and end times (2/9/2023, 9:00 AM to 10:00 AM), an 'All day' toggle, and a location field containing '#livestorm'. A 'Save' button is visible at the top left of the form, and a 'Discard' button is at the top right. A 'More options' link is located at the bottom right of the form.



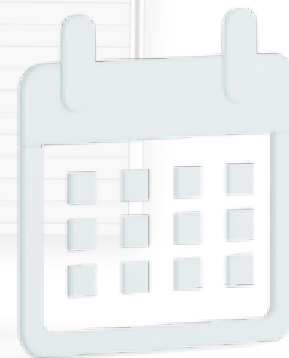
How to create an event with Outlook calendar 4/4



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](#)



Well done!

Now it's time to kick off your event 🎉

Any questions? Need recommendations?
Please contact your CSM