

# Google Calendar Sync Administrator Setup

Version 10

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CommuniFire supports a bidirectional sync between [My Calendar](#) and Google calendar. When you setup Google calendar sync on your intranet, people will be able to connect their Google account to My Calendar. Google calendar sync has the following features:

- Your Google events and events you are invited to appear in [My Calendar](#)
- Your personal CommuniFire events and events you are invited to appear in your Google calendar
- Event changes and RSVP updates made in either calendar will reflect in the other calendar

The screenshot displays the 'My Account > Calendar' page. On the left, there is a sidebar with a calendar view for March 2020, showing the 10th as the current date. Below the calendar is a 'Time zone' section set to 'Pacific Daylight Time'. Under 'My Calendars', 'Alexis Fox' is listed. In the 'Accounts' section, a 'Google' account 'alexis@axerosolutions.com' is listed. A red arrow points from the 'Accounts' section to the 'Google' account. Below the accounts, a message states: 'You do not have a personal email account connected to this calendar. This means invitations from you will be sent using the community email'. The main calendar area shows a grid for March 2020 with events for various dates. Events include 'Company Stand', 'New Hire Int', 'Team Meetin', 'Payroll Payout', and 'Marketing/A'. A 'Chat' button is visible in the bottom right corner.

Note that there may be a delay in syncing.

## Step 1: Configure the Google App

1. Visit the [Google Developers Console](#).
2. Create a new project for your intranet if necessary:
  - a. Click the project dropdown menu in the header.
  - b. In the modal that opens, click **New Project**.
  - c. Enter a name for the project.
  - d. Click **Create**.
3. On the APIs & Services page, click **Enable APIs and Services**.
4. Search for and enable the following APIs:
  - Google Calendar API
  - Google People API
5. Click the hamburger menu icon in the upper left corner to open the side menu.
6. Click **APIs & Services > OAuth consent screen**.
7. Select a user type to set which users can use your app.

Note: If you select **External**, you must submit your app to Google for verification. Your app will display a security warning page until your app is verified. Refer to [this page](#).
8. Click **Create**.
9. Enter a name and upload an image for the app. The name and image will appear on the consent screen when users connect their Google account. (The image is optional.)
10. Click **Add scope**.

11. In the modal that opens, check `../auth/calendar` and `../auth/calendar.events`.
12. Click **Add**.
13. In **Authorized domains**, add the domain of your site and press enter. Do not enter the full URL. For example, the domain for <https://mycommunity.communifire.com> is `communifire.com`.
14. Click **Save**.
15. In the left side menu, click **Credentials**.
16. Click **Create Credentials**.
17. Click **OAuth client ID**.
18. Select **Web application**.
19. In **Authorized redirect URIs**, enter your site URL followed by `/oauth2/googlecalendar/callback`. (e.g. <https://mycommunity.com/oauth2/googlecalendar/callback> or <https://mycommunity.communifire.com/oauth2/googlecalendar/callback>)
20. Press enter.
21. Click **Create**.
22. A modal will open with the client ID and client secret. Copy the client ID and client secret and save them for later.

## Step 2: Configure Communifire

1. In Communifire, go to **Control Panel > System > System Properties**.
2. Search for `GoogleApiClient`.
3. Edit `GoogleApiClientID`.
4. Paste the client ID, then click **Save**.
5. Edit `GoogleApiClientSecret`.
6. Paste the client secret, then click **Save**.
7. Click **System > General Settings**.
8. Expand the **Advanced Settings** section.
9. Next to **Enable calendar sync from 3rd party systems**, check **Yes**.
10. Click **Save System Settings**.

Once settings are saved, users can connect to Google Calendar in My Calendar. See [Google Calendar Sync User Setup](#) .