

Scheduling Meetings

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This article covers how to link your calendar (Google or Outlook) to Gather, schedule meetings, and migrate recurring meetings.

Linking your Google calendar

When you link your calendar, your existing meetings will be reflected in Gather. You can also create meetings in Gather that will save to your Google Calendar. Follow these steps to link your calendar:

1. Click on the calendar icon located at the bottom of your screen.
2. Click on **Link Google Calendar**.
3. Log in to your Google account.
4. Click **Allow** to give Gather access to your calendar.

Your calendar should now be successfully linked. To check your calendar, click on the same calendar icon.

Linking your Outlook calendar

When you link your calendar, your existing meetings will be reflected in Gather. You can also create meetings in Gather, but they **will not** write to your Outlook calendar. To link your calendar, follow these steps:

1. Click on the calendar icon along the bottom of your screen
2. Click on Link Outlook Calendar
3. Log into your Outlook account
4. Allow Gather access to your calendar

Your calendar should now be linked. To check your calendar, click on the same calendar icon.

Scheduling a meeting

Google Calendar

With Google, you can create a meeting either in Gather or in Google with the Chrome extension.

Create a meeting in Gather

1. Click on the calendar icon at the bottom of the screen.
2. Click on **Schedule a meeting**.
3. Choose one of the three meeting location options:
 1. **Any available Private Area**: When it's time to meet, we'll automatically choose an

available private area that supports the number of meeting attendees.

2. **Meet me at my desk:** Best for one-on-ones because you'll meet at your desk.
3. **Choose a location:** You can choose from a list of all your eligible private areas or spawn locations (to be eligible, the private area must have a max occupancy set in Mapmaker).
4. Click **Create** in Google Calendar OR copy the location link.
5. Clicking **Create** in Google Calendar will take you to Google Calendar to finish scheduling the meeting.

Create a meeting in Chrome

Before proceeding, make sure to download the Chrome extension [here](#).

To schedule a meeting on Google Calendar, follow these steps:

1. Go to Google Calendar.
2. Click **Create** and then **Event**.
3. Select the meeting attendees, time, and other details.
4. Click **Make it a Gather meeting**.
5. This will open the side panel with three meeting location options:
 1. **Any available Private Area:** When it's time to meet, we'll automatically choose an available private area that supports the number of meeting attendees.
 2. **Meet me at my desk:** Best for one-on-ones because you'll meet at your desk.
 3. **Choose a location:** You can choose from a list of all your eligible private areas or spawn locations (to be eligible, the private area must have a max occupancy set in Mapmaker).
6. Save the meeting to schedule it.

Outlook Calendar

To schedule a Gather meeting in Outlook, it needs to be done in Gather. Once the meeting is created, it will write to your Outlook calendar.

1. Click on the calendar icon at the bottom of the screen.
2. Click on **Schedule a meeting**.
3. Choose one of the three meeting location options:
 1. **Any available Private Area:** When it's time to meet, we'll automatically choose an available private area that supports the number of meeting attendees.
 2. **Meet me at my desk:** Best for one-on-ones because you'll meet at your desk.
 3. **Choose a location:** You can choose from a list of all your eligible private areas or spawn locations (to be eligible, the private area must have a max occupancy set in Mapmaker).

4. Click **Add to Outlook Calendar** OR copy the location link.
5. Clicking **Add to Outlook Calendar** will take you to Outlook to finish scheduling the meeting, including adding attendees.

Migrating your meetings

We can automatically audit your calendar for recurring meetings and add a Gather location to them, so you don't have to track down each of these events on your own. To do so:

1. Click on the Calendar icon at the bottom of the page.
 2. Click on the gear icon at the top for your Calendar Settings.
 3. Select **Migrate to Gather**.
 4. Choose the meetings you'd like to migrate over.
 5. Click **Migrate Meetings**.
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