

# Sync Team Time Off with Google Calendar

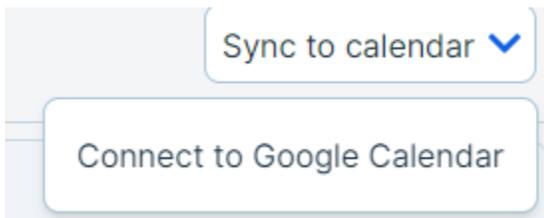
You may find it useful to keep a record of team members time off on a Google Calendar. You may sync these time off records so that this occurs automatically.

To sync your Google Calendar, navigate to **Team Time Off** on the left menu.

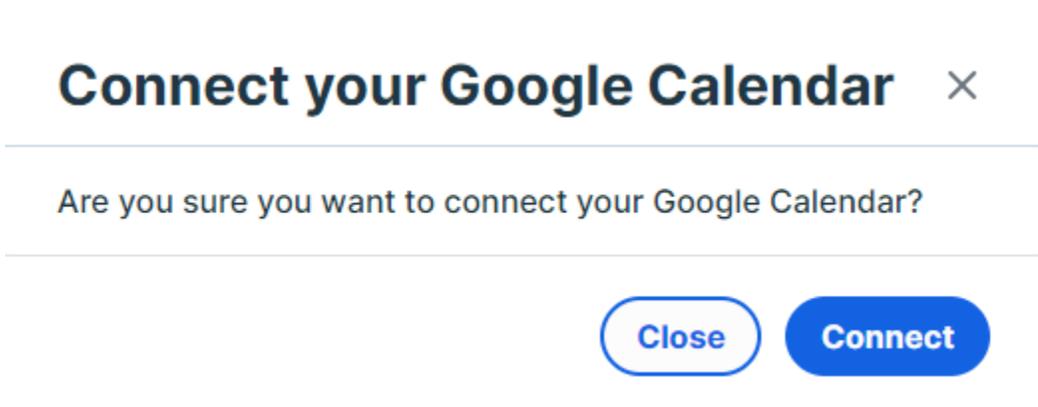
Click on the **Sync to Calendar** button on the upper right of the time off listings.



Select **Connect to Google Calendar**



You will be prompted with a message asking you to confirm that you would like to connect to your Google Calendar.



Click **Connect**.

This will bring you to a page on Google which will ask you to select an account to connect. Login into that account, and your calendar will be automatically synced.

You should be able to see all approved time off requests on your Google Calendar.

*Note: only Approved Time off requests will be synced. This will be synced at the time that the request has been approved.*