

How to add your Google Calendar to Teamwork Calendar

Time To Complete

15 Min

What Will You Learn

How to add your Google Calendar events to the Teamwork Calendar for ease in scheduling tasks.

Prerequisites

Access to Teamwork: service.jambojon.com login with your credentials

Access to your Google Calendar: calendar.google.com/ make sure you are signed in with your proper credentials Teamwork offers a direct integration that allows you to view and manage your Google Calendar events within Teamwork's 'My Calendar' feature. Here's how to set it up:

1. Access 'My Calendar':

- Log in to your Teamwork account.
- Click on the 'Home' tab in the main navigation menu.
- Switch to the 'My Calendar' tab.

2. Connect to Google Calendar:

- Click on 'Connect to Google' at the top of the 'My Calendar' view.
- Choose the Google account you wish to sync.
- Enter your Google account password and click 'Next'.
- Grant Teamwork permission to manage your Google Calendar events by checking the

appropriate box.

- Scroll to the bottom and click 'Continue'.
- Click 'Close' to finalize the connection.

Once connected, your Google Calendar events will appear in your Teamwork 'My Calendar'.

Depending on your Teamwork subscription, you may also have the ability to edit events and log time directly from these events.