



## How to Share Your Google Calendar with VivaSpeak

To allow your voice agent to manage appointments automatically, follow these simple steps:

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### ✓ Step 1: Open Your Google Calendar

1. Go to [calendar.google.com](https://calendar.google.com)
  2. Make sure you're signed in with the correct Google account (the one used for your business calendar)
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### ✓ Step 2: Locate Your Calendar

1. On the left sidebar under “My calendars,” **hover over** the calendar you want to share
  2. Click the **three dots** (:) and choose “**Settings and sharing**”
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### ✓ Step 3: Share It with VivaSpeak

1. Scroll down to **“Share with specific people”**
2. Click **“Add people”**
3. Enter this email address:

Unset

[calendar@vivaspeak.com](mailto:calendar@vivaspeak.com)

4. Under permissions, select:

Unset

[Make changes to events](#)

5. Click **“Send”**

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## **Step 4: You're Done!**

Once completed, your agent will be able to check availability and schedule appointments directly in your calendar.

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## **Need to Share Multiple Calendars?**

Repeat this process for each calendar you want the voice agent to access (e.g. different doctors, rooms, services...).

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## **Need Help?**

Feel free to contact us at [contact@vivaspeak.com](mailto:contact@vivaspeak.com)

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