

# Calendar Integration

The Calendar Integration section of the Gamma AI Concierge portal allows you to setup your connection to the following calendar services:

- Google Calendar
- Calendly
- Microsoft Outlook
- Acuity Scheduling
- SimplyBook.me

Please note that integration with **Acuity Scheduling** or **SimplyBook.me** requires that service's appropriate premium license.

Integrating AI Concierge with one of these calendar services is required before an assistant can create bookings.

## Setting up your calendar

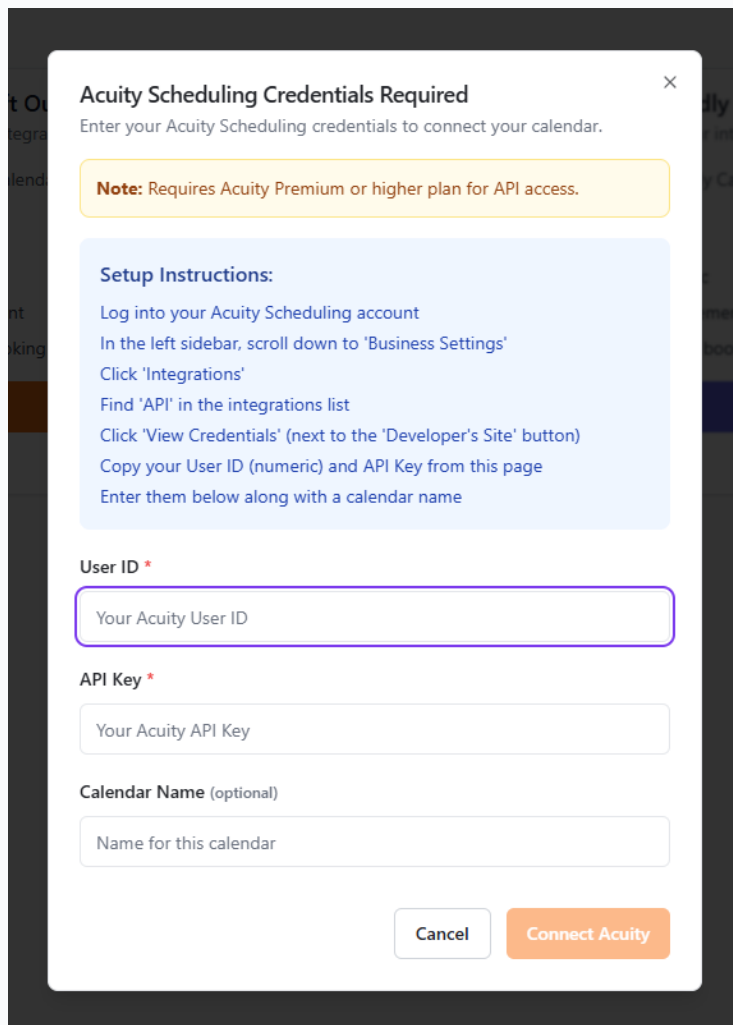
### **Microsoft Outlook, Calendly and Google Calendar**

- For the selected calendar, you will be required to sign in to your Microsoft, Calendly or Google account respectively.

## Acuity Scheduling and SimplyBook.me

- For Acuity Scheduling and SimplyBook.me you will need to provide the system with additional information, all of which is outlined in the relative Connect pop up.

### Acuity Scheduling

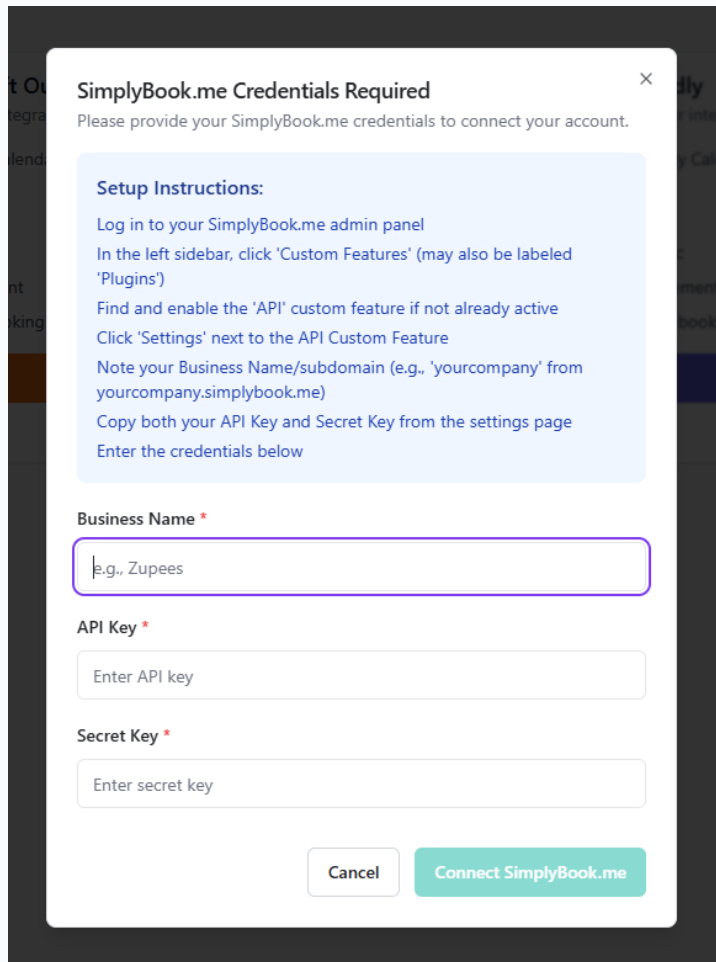


The image shows a white pop-up window with a dark background. The title is "Acuity Scheduling Credentials Required" with a close button (X) in the top right. Below the title is the instruction "Enter your Acuity Scheduling credentials to connect your calendar." A yellow note box contains the text "Note: Requires Acuity Premium or higher plan for API access." Below this is a light blue box titled "Setup Instructions:" containing a list of steps: "Log into your Acuity Scheduling account", "In the left sidebar, scroll down to 'Business Settings'", "Click 'Integrations'", "Find 'API' in the integrations list", "Click 'View Credentials' (next to the 'Developer's Site' button)", "Copy your User ID (numeric) and API Key from this page", and "Enter them below along with a calendar name". Below the instructions are three input fields: "User ID \*" with a placeholder "Your Acuity User ID", "API Key \*" with a placeholder "Your Acuity API Key", and "Calendar Name (optional)" with a placeholder "Name for this calendar". At the bottom are two buttons: "Cancel" and "Connect Acuity".

- **You will need Acuity Premium or higher plan for API access**
- Log into your Acuity Scheduling account
- Scroll down to **Business Settings** via the left sidebar

- Click **Integrations**
- Find **API** in the integrations list
- Click **View Credentials**
- Copy your **User ID** and **API Key** from this page
- Enter them in the fields, along with a calendar name if required
- Click **Connect Acuity**

## SimplyBook.me



The image shows a modal dialog box titled "SimplyBook.me Credentials Required" with a close button (X) in the top right corner. The dialog contains the following text and form fields:

Please provide your SimplyBook.me credentials to connect your account.

**Setup Instructions:**

- Log in to your SimplyBook.me admin panel
- In the left sidebar, click 'Custom Features' (may also be labeled 'Plugins')
- Find and enable the 'API' custom feature if not already active
- Click 'Settings' next to the API Custom Feature
- Note your Business Name/subdomain (e.g., 'yourcompany' from yourcompany.simplybook.me)
- Copy both your API Key and Secret Key from the settings page
- Enter the credentials below

**Business Name \***

**API Key \***

**Secret Key \***

At the bottom of the dialog, there are two buttons: "Cancel" and "Connect SimplyBook.me".

- Log into your **SimplyBook.me** admin panel
- In the left sidebar, click **Custom Features** (this may also be labeled **Plugins**)
- Find and enable the API custom feature if not already active
- Click **Settings** next to the **API Custom Feature**
- Note your Business Name/subdomain (eg if the business name is 'yourcompany.simplybook.me' then your subdomain is 'yourcompany')
- Copy both your **API Key** and **Secret Key** from the settings page
- Enter these credentials in the SimplyBook.me Credentials popup on the portal

## Connecting your AI assistant to a calendar

- Create an AI assistant - further information can be found [here](#)
- Select the assistant you wish to connect a calendar to
- Click **Configure**
- On the **Assistant Details** page, scroll down to **Calendar** and toggle **Appointment Booking** to on

- Select the **Calendar Provider** in the pop-up menu
- Select the specific calendar with the **Use Existing** button, or create a new one using the **Create New** option
- Your AI assistant will now be able to read your schedule and create appointments