

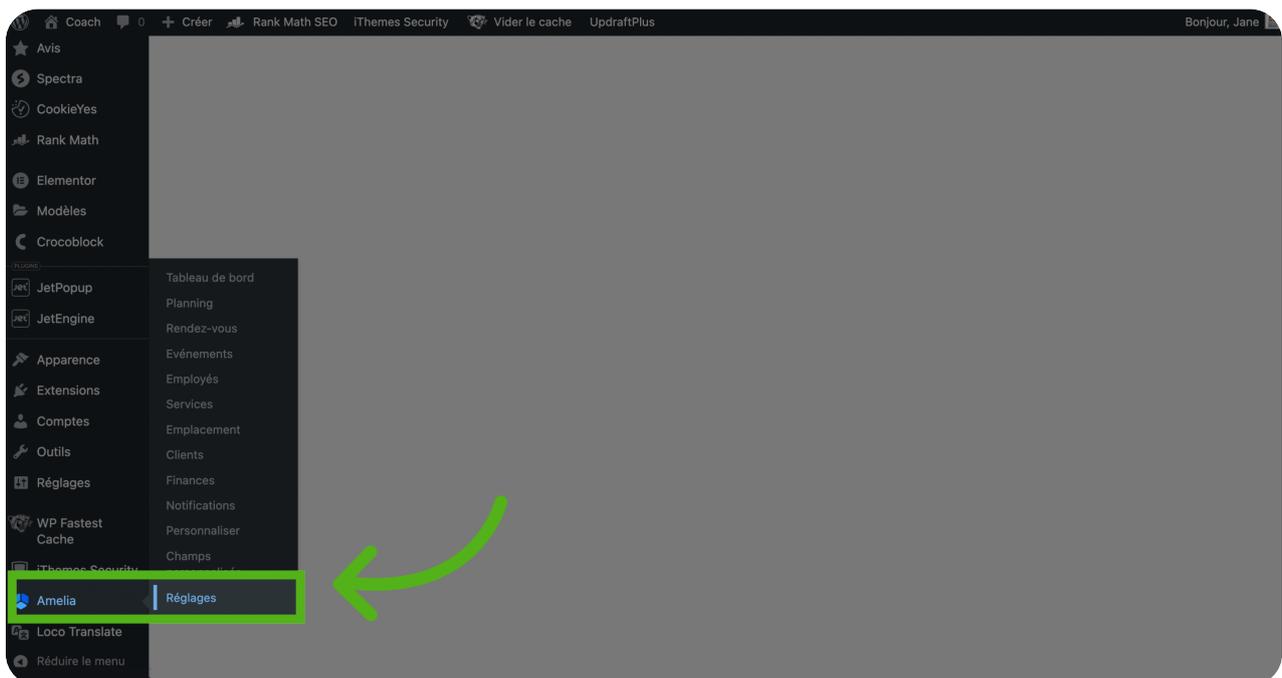


Comment synchroniser mon calendrier de rendez-vous ?

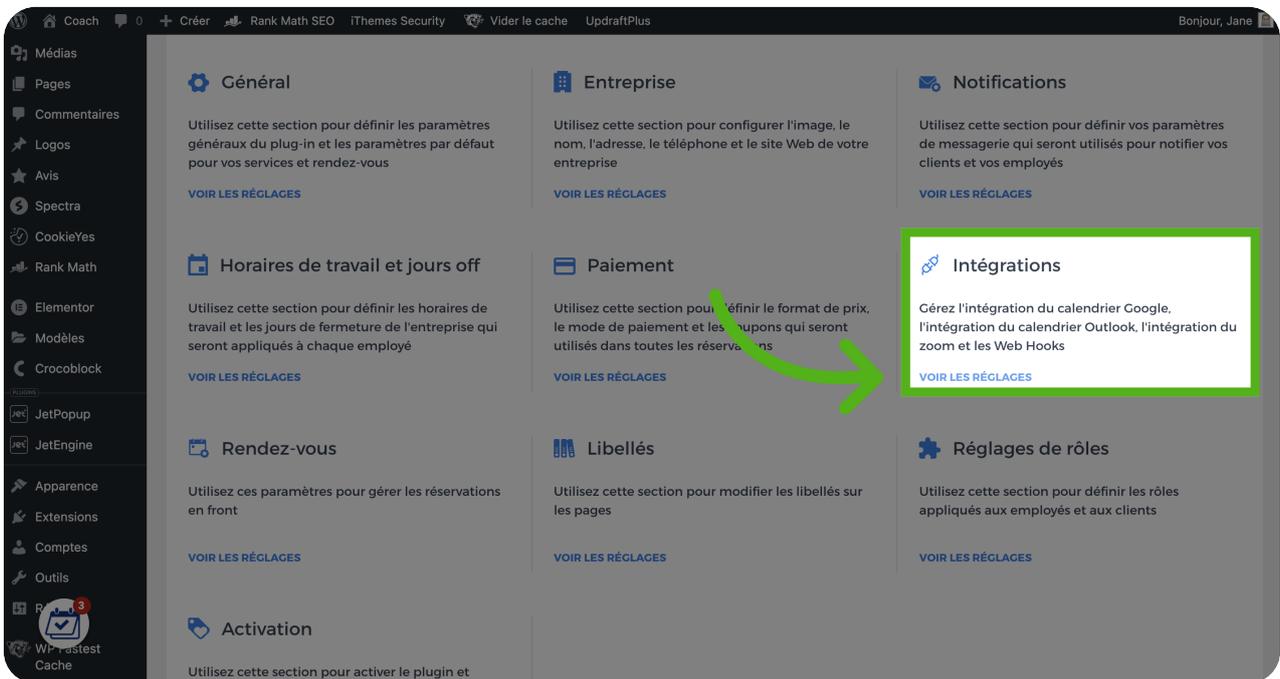
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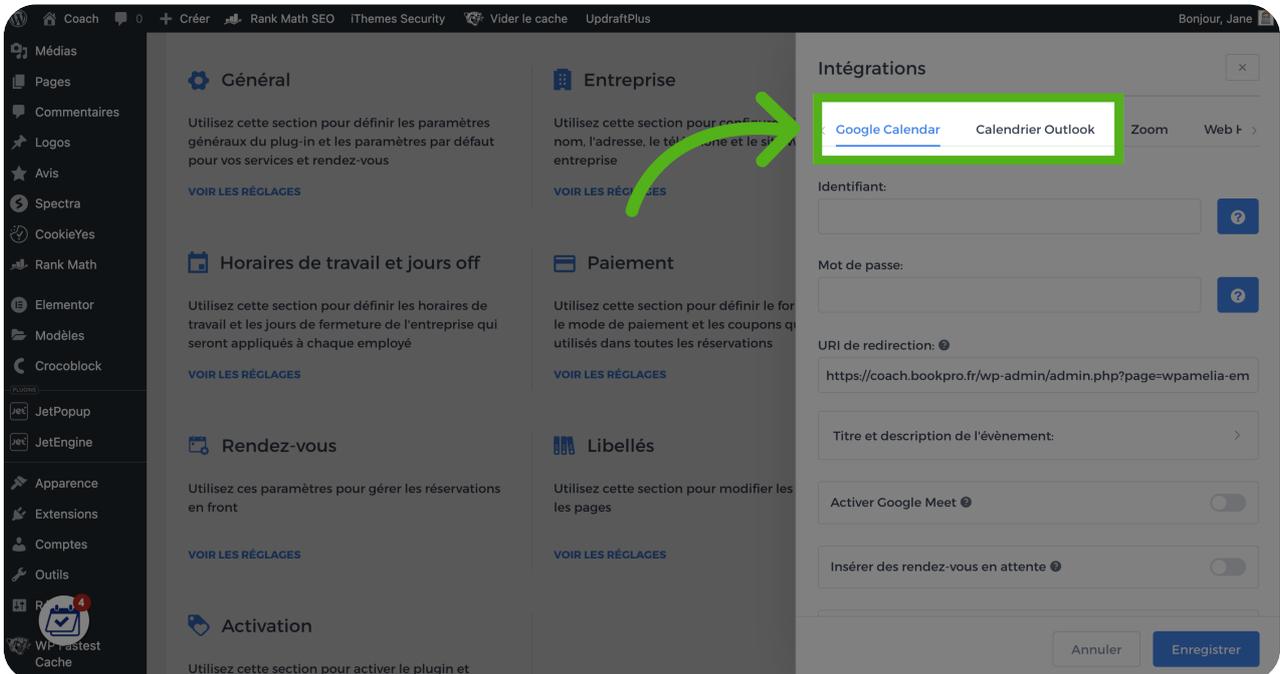
01 Tableau de bord



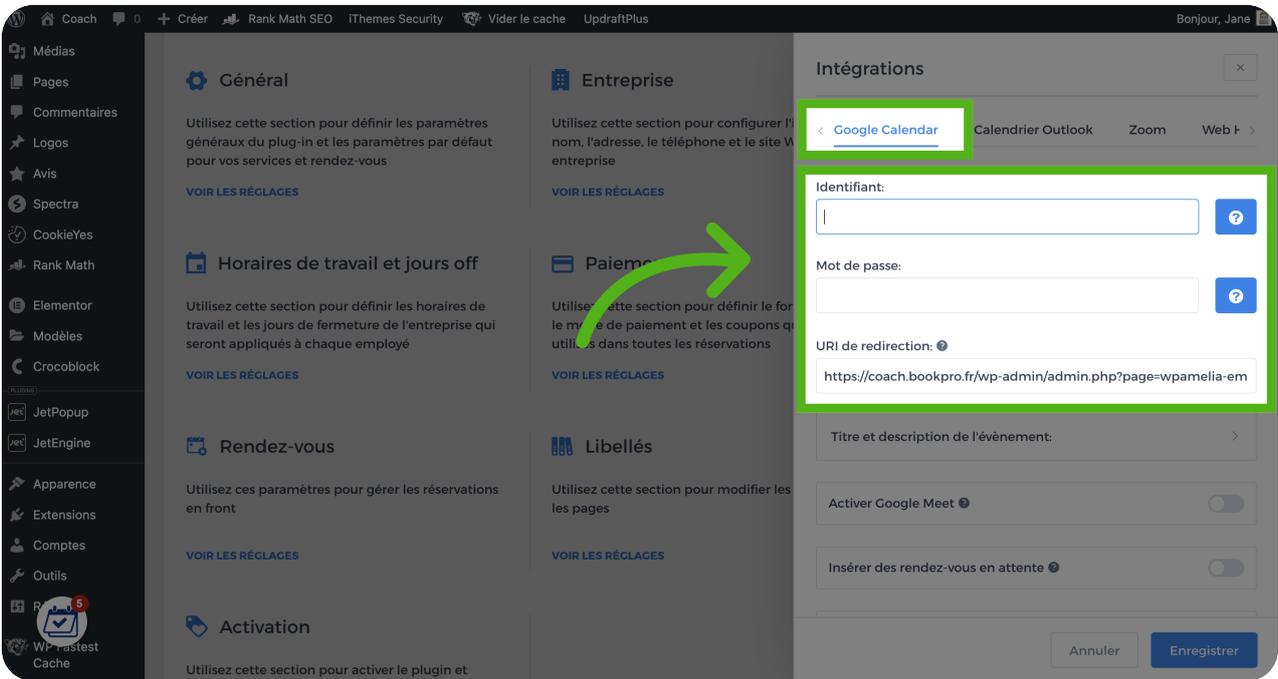
02 Intégrations



03 Google Calendar

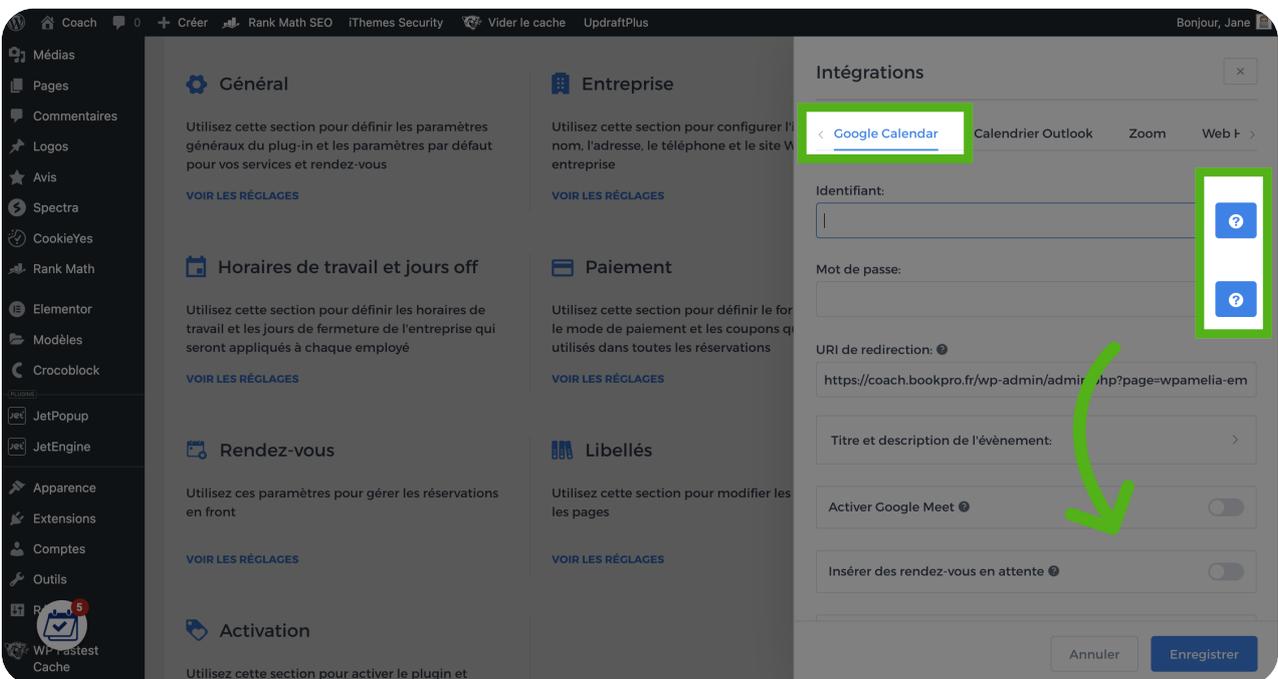


04 Google Calendar



05 Aide à la connexion

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06 Titre et description

The screenshot shows the WordPress admin interface for the 'Titre et description' settings of an event. The interface is divided into three main sections: Général, Entreprise, and Événements. The Événements section is highlighted with a green box and contains the following fields:

- Titre de l'évènement:** A text input field containing the placeholder text `%service_name%`.
- Description de l'évènement:** A text area for the event description.

Below these fields, there are several dropdown menus for selection: **Rendez-vous**, **Catégorie**, **Entreprise**, **Client**, **Employé**, and **Emplacement**. At the bottom of the Événements section, there is a **Détails du rendez-vous de groupe** field with the placeholder `%group_appointment_details%` and a **Confirmer** button. The main interface also shows other settings sections like 'Général', 'Horaires de travail et jours off', 'Rendez-vous', 'Activation', 'Entreprise', ' Paiement', and 'Libellés', each with a 'VOIR LES RÉGLAGES' link. A green arrow points to the 'Description de l'évènement' field.

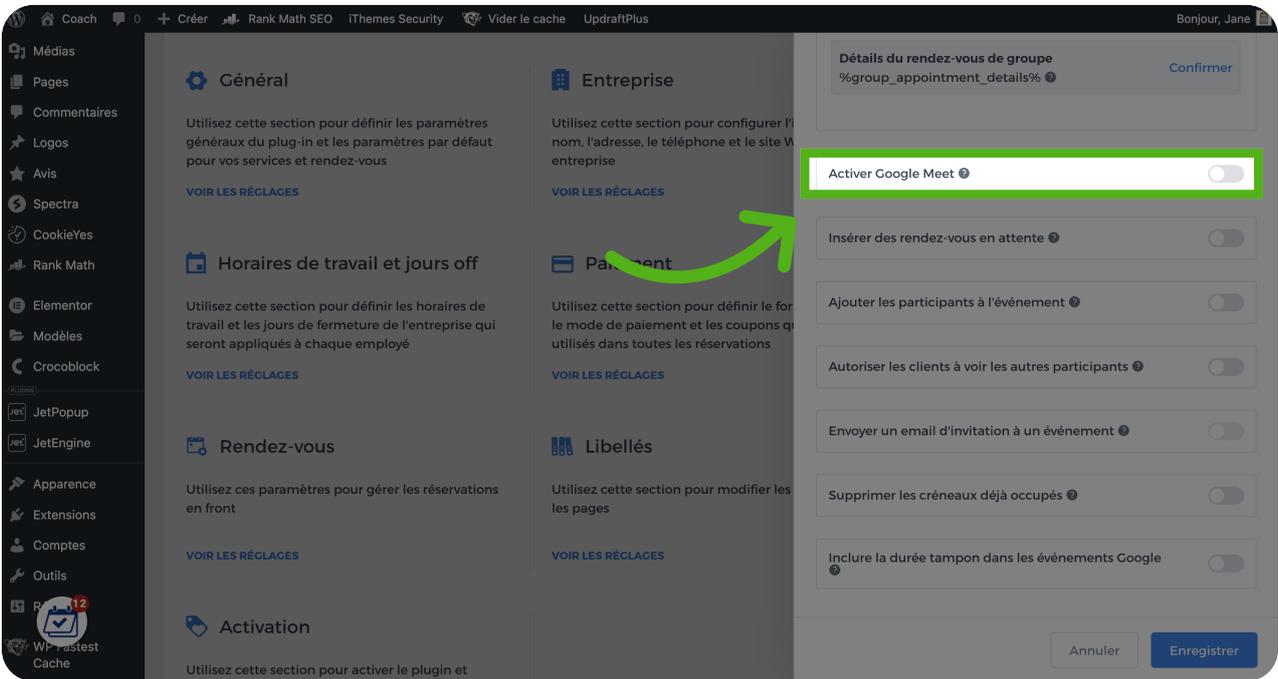
07 Champs prédéfinis

The screenshot shows the WordPress admin interface for the 'Champs prédéfinis' settings of an event. The interface is divided into three main sections: Général, Entreprise, and Événements. The Événements section is highlighted with a green box and contains the following fields:

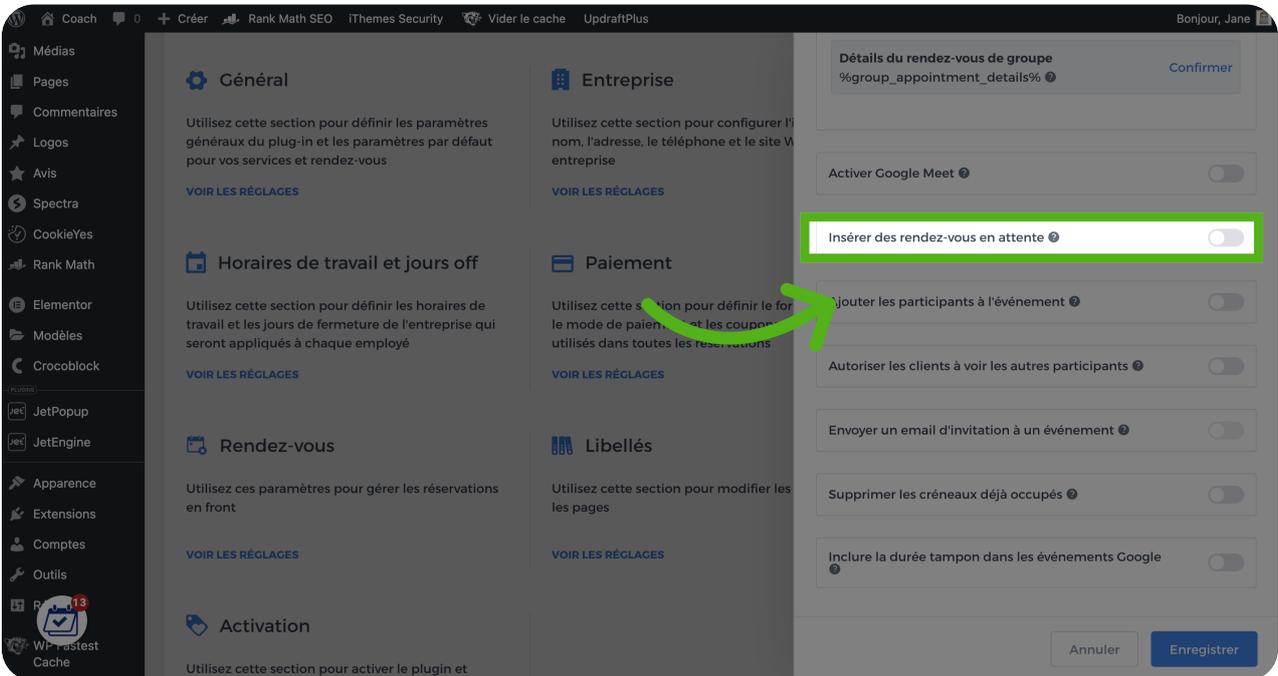
- Adresse de l'emplacement:** A dropdown menu with a list of predefined location options: `%location_address%`, `%location_description%`, `%location_name%`, and `%location_phone%`.

Below this field, there is a **Détails du rendez-vous de groupe** field with the placeholder `%group_appointment_details%` and a **Confirmer** button. The main interface also shows other settings sections like 'Général', 'Horaires de travail et jours off', 'Rendez-vous', 'Activation', 'Entreprise', ' Paiement', and 'Libellés', each with a 'VOIR LES RÉGLAGES' link. A green arrow points to the 'Adresse de l'emplacement' field.

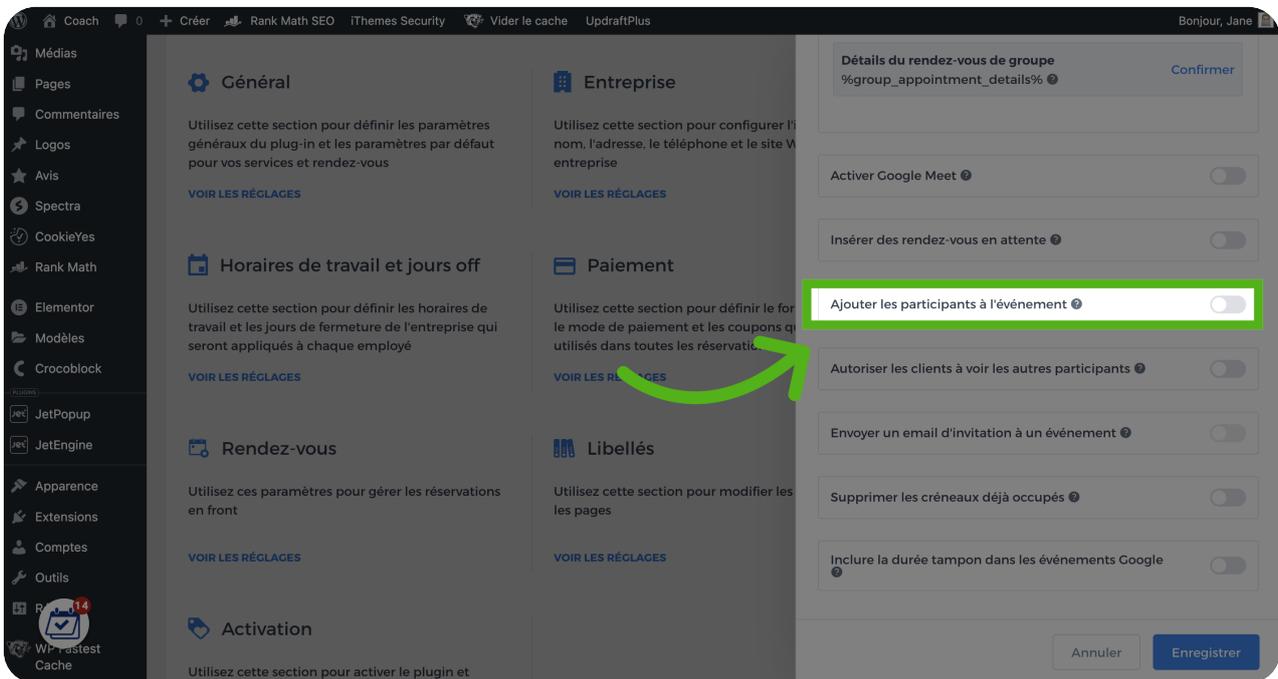
08 Google Meet



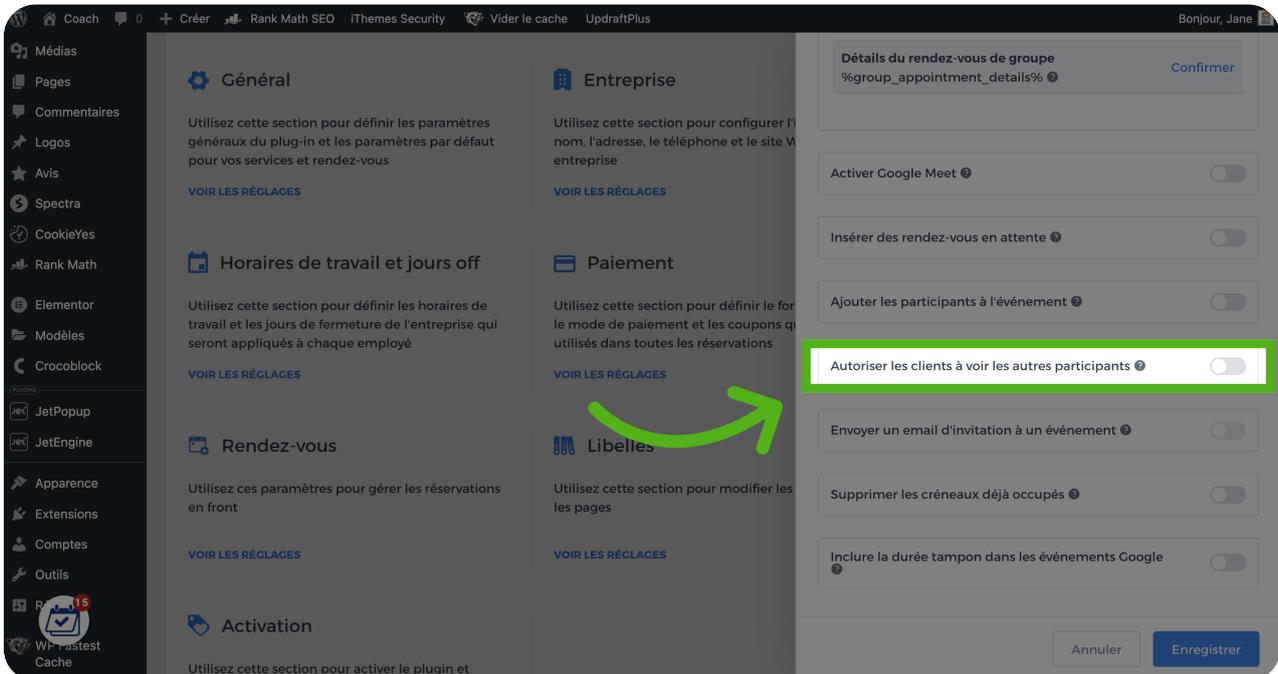
09 Rendez-vous en attente



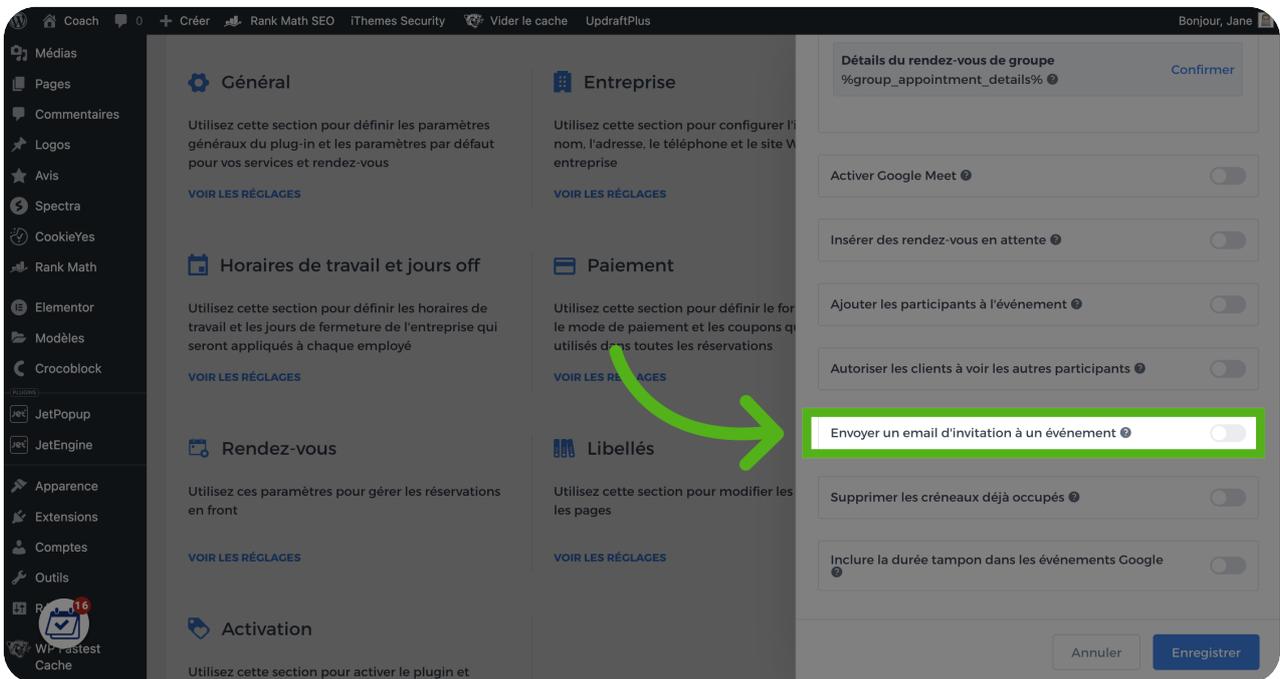
10 Ajouter les participants à l'événement



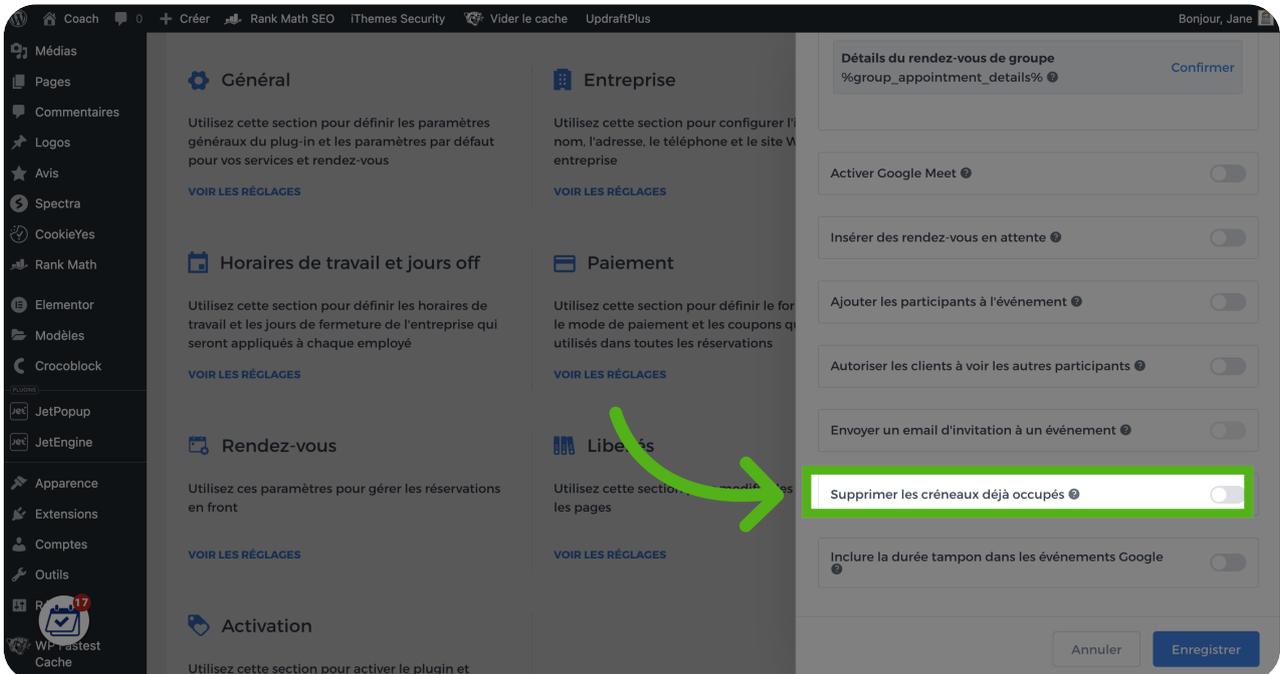
11 Autoriser les clients à voir les autres participants



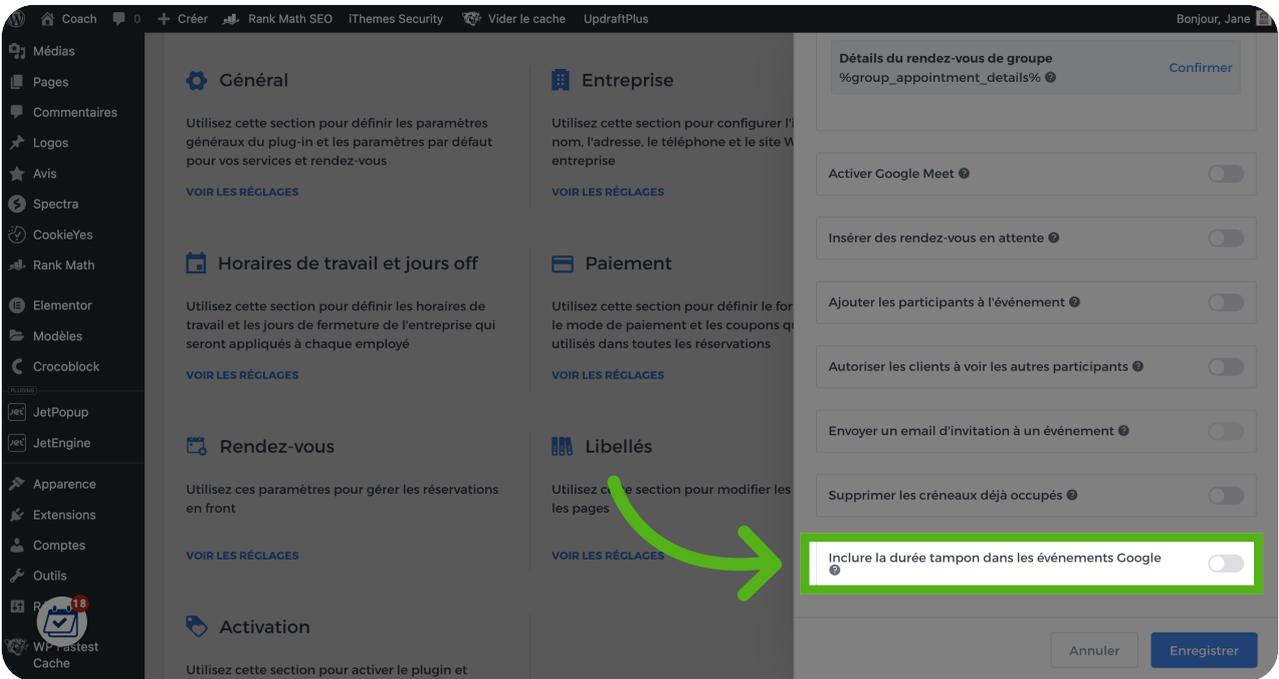
12 Envoyer un email d'invitation à un événement



13 Supprimer les créneaux déjà occupés

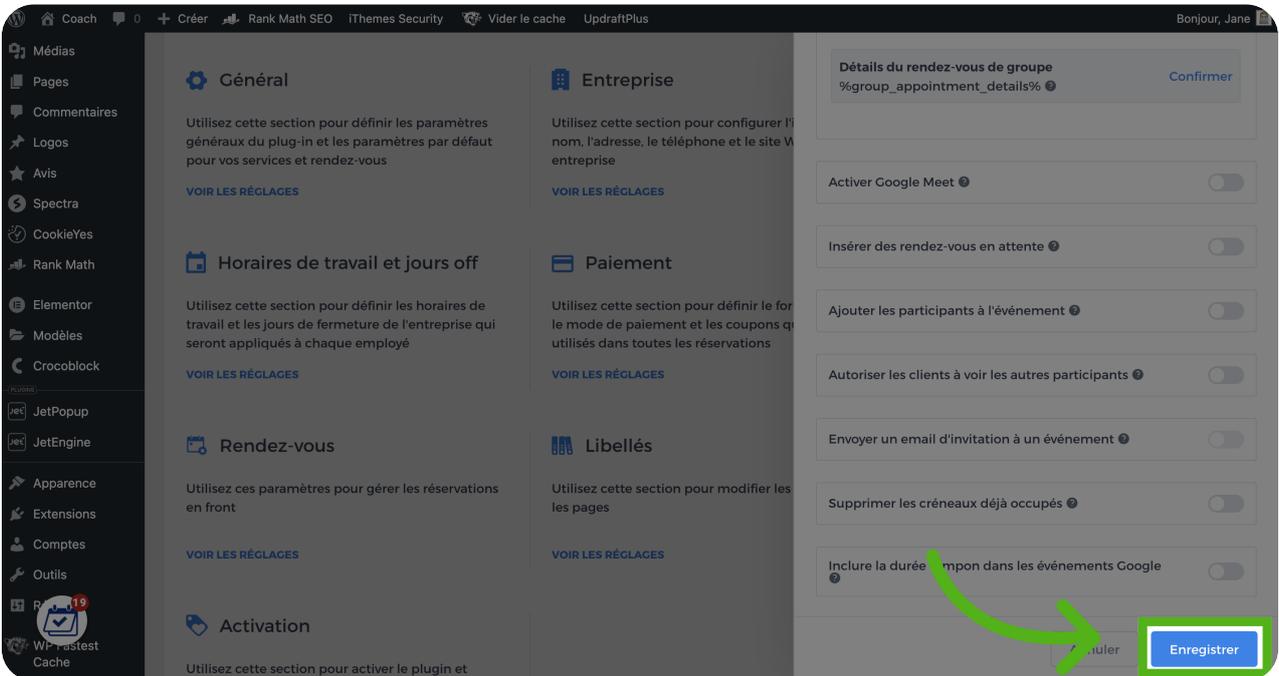


14 Inclure la durée tampon dans les événements Google



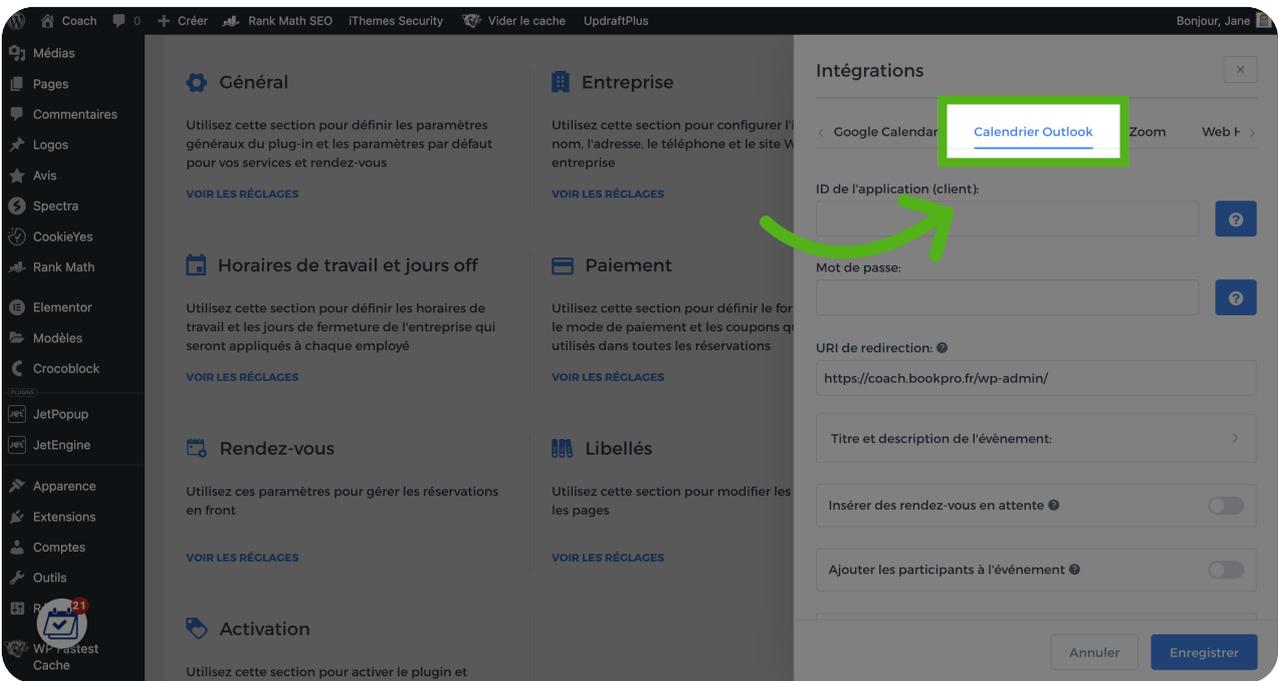
The screenshot shows the WordPress admin dashboard with the 'Rendez-vous' (Appointments) settings page. The left sidebar contains a menu with various plugins and tools. The main content area is divided into several sections: Général, Entreprise, Horaires de travail et jours off, Paiement, Rendez-vous, Libellés, and Activation. The 'Rendez-vous' section is active, and the 'Inclure la durée tampon dans les événements Google' toggle switch is highlighted with a green box and a green arrow pointing to it. The toggle is currently turned off.

15 Enregistrer

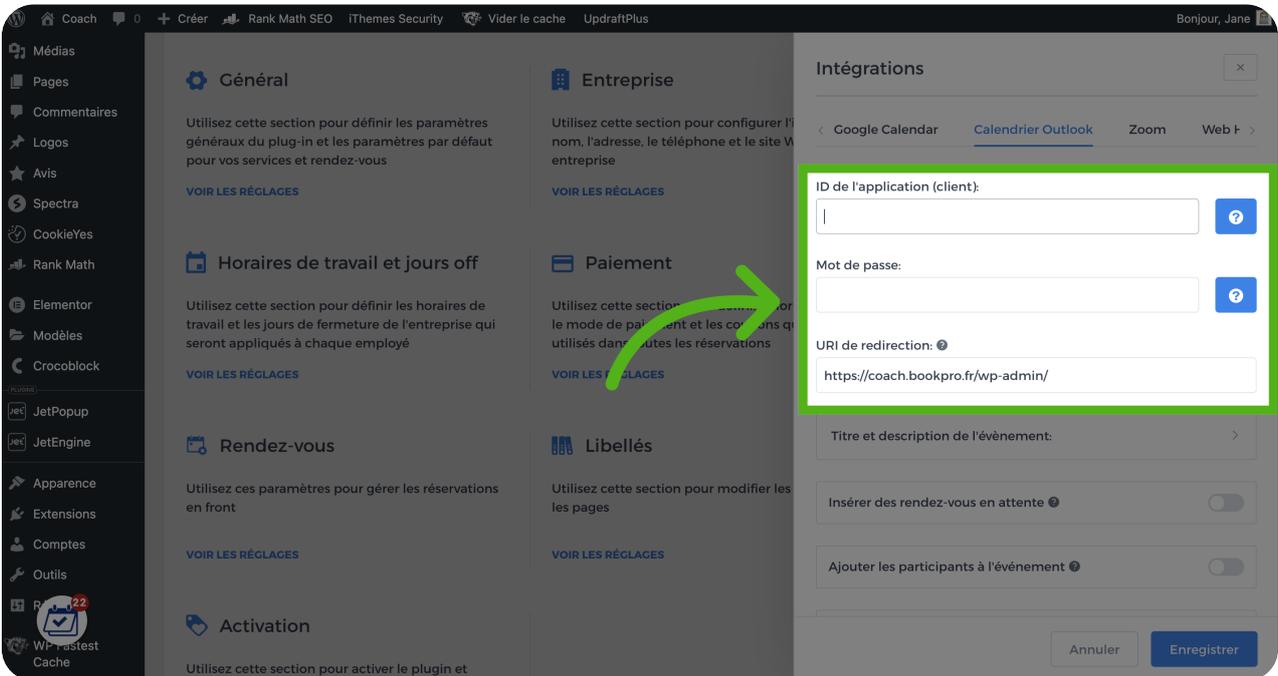


The screenshot shows the same WordPress admin dashboard as in the previous step. The 'Rendez-vous' settings page is still active. A green arrow points from the 'Inclure la durée tampon dans les événements Google' toggle switch to the 'Enregistrer' button, which is highlighted with a green box. The 'Enregistrer' button is located at the bottom right of the settings page.

16 Calendrier Outlook

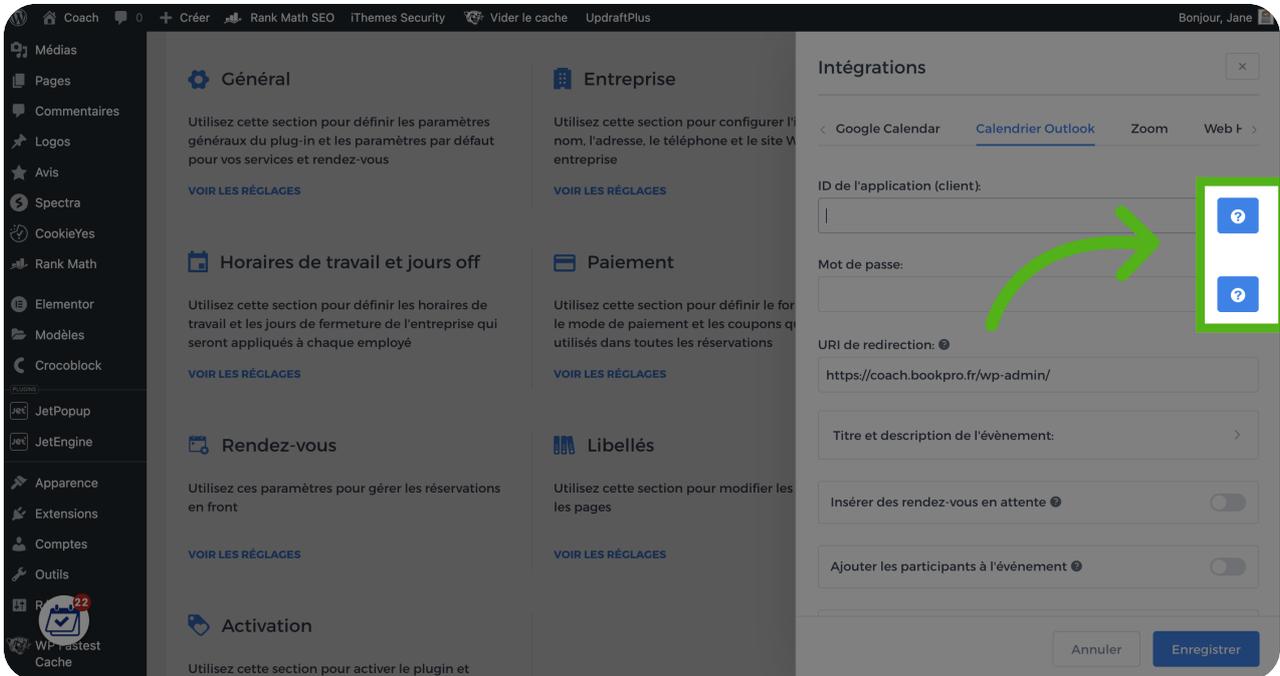


17 Identifiants de connexion

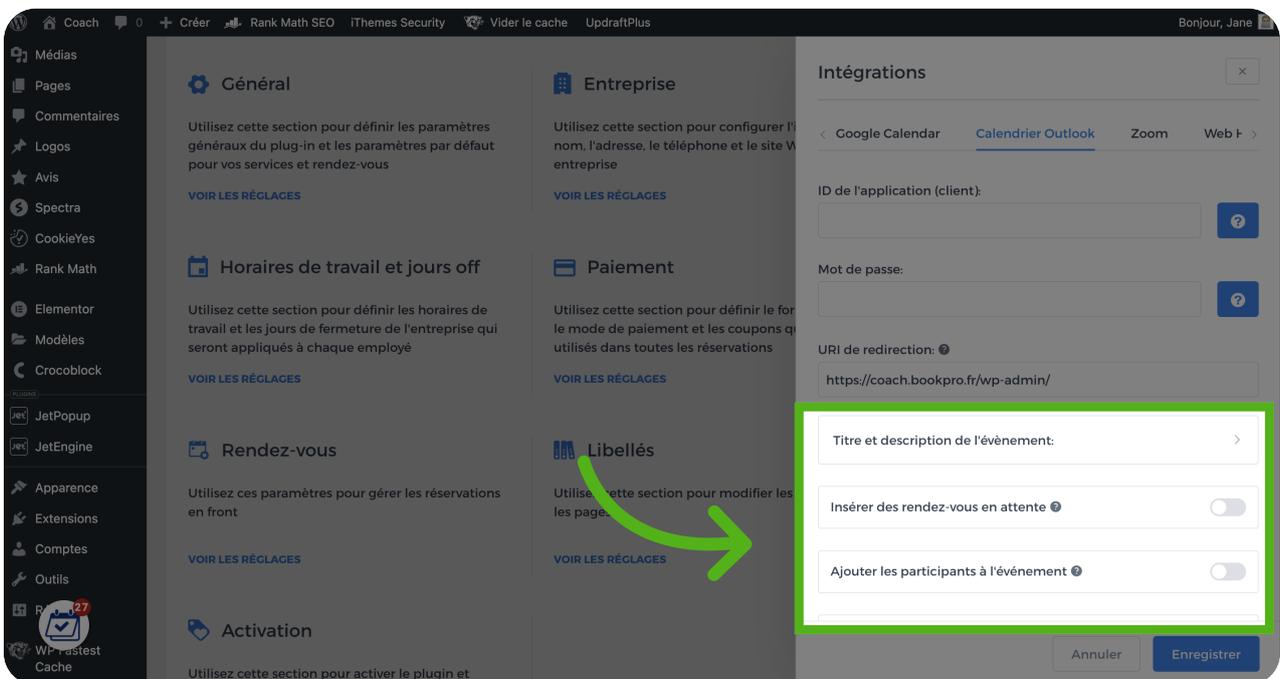


18 Aide à la connexion

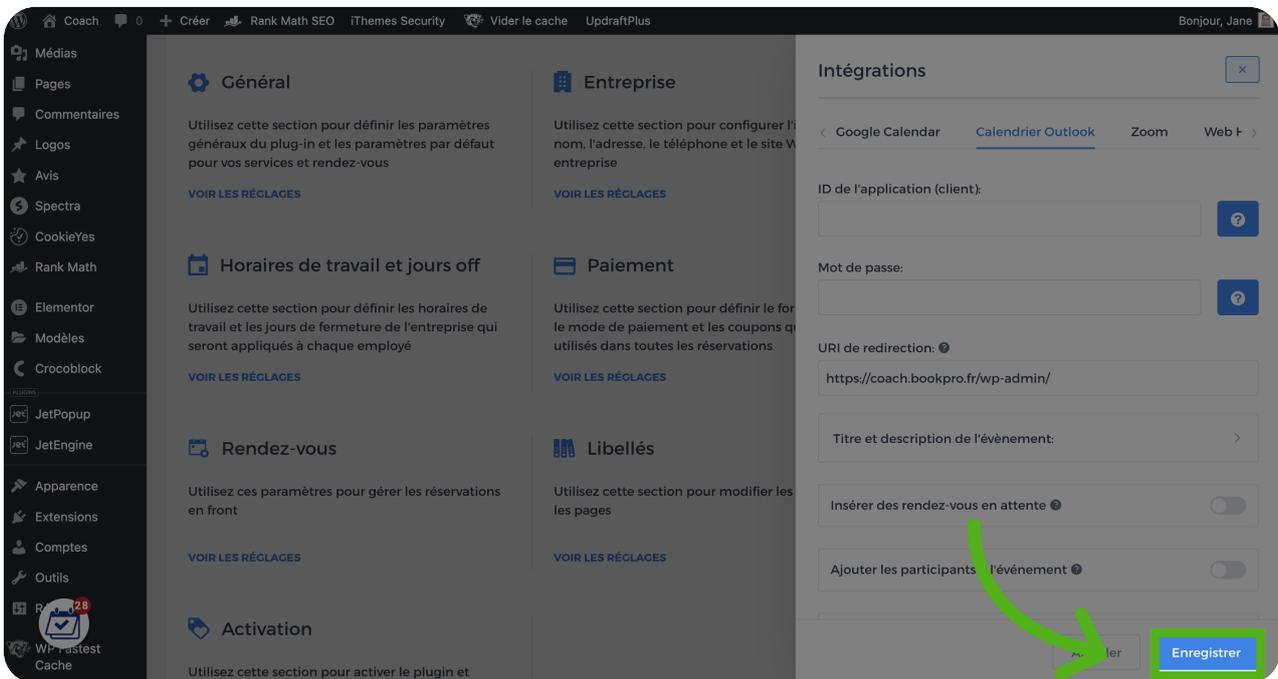
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19 Options



20 Enregistrer



21 Connectez les employés à leurs comptes Google

Connectez les
employés à leurs
comptes Google

22 Synchronisation du calendrier de vos employés

Chaque employé doit se connecter à son calendrier Google pour que la synchronisation fonctionne.

Dans la boîte de dialogue Employé (ou la page Mon profil sur le panneau Employé), ils doivent cliquer sur le bouton à côté de l'option Google Agenda et choisir leur compte Google.

23 Vous en savez désormais davantage sur la synchronisation de vos calendriers Google et Outlook.

Vous en savez désormais davantage sur la synchronisation de vos calendriers Google et Outlook.



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