



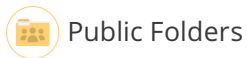
# CiraHub Calendar Sync

## Breakdown of GAL Synchronization Options

Two-Way Calendar Sync is the process of connecting two or more calendars for the purpose of keeping all events and meetings in-sync with each source. This means when an event is changed, added, or deleted on one calendar, the update will be reflected between all other connected Calendars. CiraHub allows users to share and edit calendar events from different sources with users between (Google, iCloud, Office 365, Microsoft or any other cloud account).

## Multi-Way Calendar Sync

CiraHub gives companies and individuals the ability to multi-way sync their shared calendars at regular intervals, multiple times an hour. A shared calendar, a public folder or nearly any number of data sources can all be connected simultaneously, allowing them to stay in sync. With two-way calendar sync any changes made to a calendar, such as an appointment, removing an engagement, or editing a meeting, will be instantly reflected on all other synced calendars. Organizations or users can easily access upcoming events within shared calendars, by day, week, month, or year by using a synchronized calendar. Users can even set up custom sync settings to control who gets which contacts and calendars by leveraging existing distribution groups. Whats more, CiraHub's setup requires minimal-to-no IT intervention and can be setup in minutes. Simply connect two Calendars, enable the sync, and it's done. Users can two-way sync calendars with the following applications:



Public Folders



User Mailboxes



Google Calendars



Exchange Server Mailboxes and Folder calendars

## CiraHub Calendar Sync Features



**Automatic Sync.** Automatically sync unlimited number of shared calendars in Office 365, on-Premise Exchange servers, and Public Folders. With CiraHub any changes made to schedule are immediately synced with all connected calendars. This ensures that everybody is on the same page.





**Enable Reminders.** When scheduling a meeting, users have the option to include a reminder prior to the event's start. Clicking this box will also sync the reminder as well. It is recommended to have this option enabled for most users.



**Field Mapping.** Field mapping allows users to customize, map, and synchronize desired data. This feature can be especially helpful when looking to filter out and sync specific data to different individuals within an organization. When transferring data between different platforms, such as a Calendar and a Public Folder Contact List, oftentimes there will be inconsistencies with how the data is labeled. Users can specify which fields of data records should be considered as well as how they should be mapped to one another with Field mapping.

## CiraHub Calendar Sync Features

-  **Sync Tentative Meetings.** Some Google Calendar apps and programs have the option of responding to an event as “tentative.” If sync tentative events are enabled, then all calendar events set as tentative will also be synchronized along with your other data. It is suggested to leave this off; after users respond to an event, calendars will be properly updated during the next sync cycle.
-  **Sync Calendar Dates.** With CiraHub calendar sync options users can retain any past calendar events for up to 6 months or sync any future events for up to 12 months.

## Calendar Sync Setup

Setting up a multi-way sync with CiraHub requires little expertise and minimal IT intervention. CiraHub functions on a “Hub” and “Spoke” system, where the “Hub” acts as a central repository of all the data that will be synced to and from it, and the “Spokes” function as the data sources. A user simply needs to login to the CiraHub dashboard, create an initial “Hub” and attach their “Spokes.” These spokes can be Public Folders, User mailboxes, Google calendars, or an Exchange Server. From there, users have the option to enable one or two-way sync within each spoke; this allows them to determine if the data from the spoke will be read only, or if data will be synced back as well. Finally, once configuration has been completed, users simply hit the “Sync Now” button, to keep all enabled data sources (Spokes) in constant sync with one another. Spokes can be easily removed, additional ones created – the modularity allows for extreme control to suit a user’s needs.