



Guide to setting up CalendarBridge

Problem we are trying to solve :

Affinity Users are currently using 2 Email addresses to do their daily work, this also means they have 2 Calendars to deal with.

Serif Calendar - Provided through Office 365

Canva Calendar - Provided through Google Workspace

Although we have the ability to overlap Calendars or change the view so this is workable, this does not prevent the potential for double bookings or the inability of other Canvanauts being able to check your availability, this also causes issues when it comes to booking rooms and resources at Affinity HQ which all currently live on the Office365 platform or Canva offices which reside on Google Workspace.

In the interim whilst we are having to deal with 2 Calendars and before we ultimately transition to a single Address. IT has been working on a solution to try and alleviate this issue, the proposed solution is called CalendarBridge, this 3rd party application allows you to sync office 365 calendars to Google Workspace calendars and vice versa.

This means both calendars are always up to date with the most recent bookings, no matter where the invitation was sent to or accepted from.

Affinity users will be able to select a single view from Outlook of your Canva Calendar which will also show your Serif Calendar events, and allow everyone at Canva to see those bookings, which at present they can not.

This should prevent the double bookings scenario, and allow Affinity users to have a single view of both Calendars seamlessly.

Setup Guide

You will shortly receive an invitation email to your canva.com email to sign in to Calendarbridge (Example below). It should be mentioned at this point that this integration is completely optional and if you prefer the way you are currently working you do **NOT** need to set this up and you can continue working as you are.

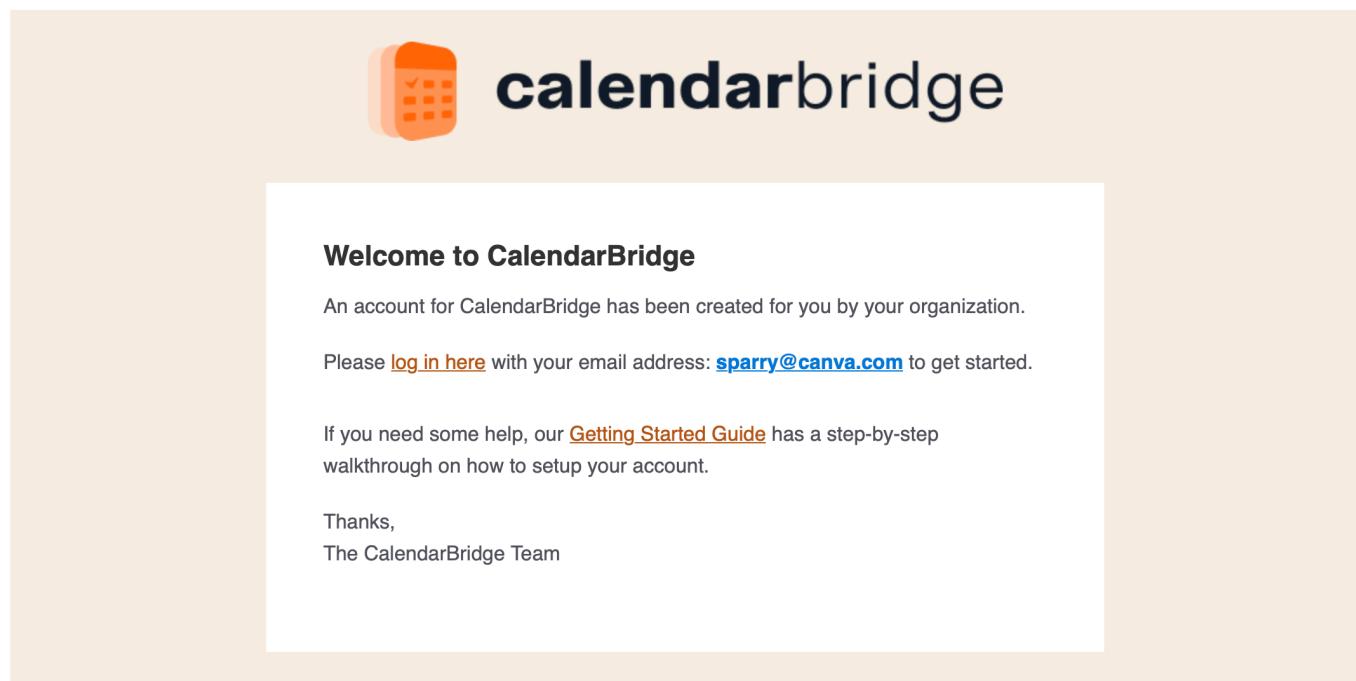
CalendarBridge Account Created



CalendarBridgeSupport <support@calendarbridge.com>

To: sparry@canva.com

Tuesday 13 August 2024 at 15:54



Follow the prompts which will take you to the CalendarBridge login Page , fill in your Canva Email Address, you will then be sent a confirmation code email to sign in.

Copy the code from the confirmation email and verify your login to be granted access to the system.

The screenshot shows the CalendarBridge dashboard interface. At the top, there's a navigation bar with links for Home, Sync, Schedulers, Group Booking, Accounts, Billing, and Log Out. Below the navigation bar, the main content area has a sidebar on the left with icons for Home, Sync, Schedulers, Group Booking, Accounts, Billing, and Log Out. The main content area includes sections for "Start Here" (with a "Add Calendars" button), a referral program section ("Love CalendarBridge? 😊 Help spread the word and get up to \$15 in credit¹."), and a settings sidebar on the right with options for Manage Accounts, Manage Billing, and Logout.

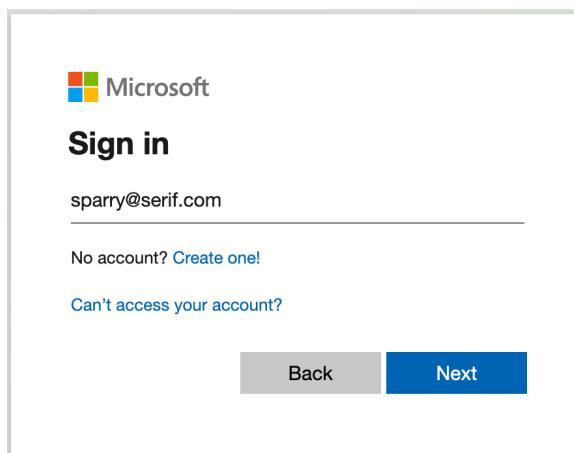
From the home menu add the calendars you want to be to sync. To do this we need to select Add Calendars from the menu which will bring up the following screen.

The screenshot shows a web browser window for 'calendarbridge' at 'app.calendarbridge.com/dashboard/accounts/new'. The left sidebar has a 'calendarbridge' logo and links: Home, Sync, Schedulers, Group Booking, Accounts (which is selected), Billing, and Log Out. The main content area is titled 'Add Account' with the sub-instruction 'Let's connect a work or personal email account to start syncing your calendars.' Below this are five boxes representing different account types:

- Google Account** (with Google 'G' logo)
- Microsoft 365 Account** (with Microsoft logo)
- Apple iCloud** (with Apple logo)
- Microsoft outlook.com, live.com, hotmail.com** (with Microsoft logo)
- Microsoft 365 GCC High** (with Microsoft logo)

At the bottom, there is a link 'Other Calendar Types' and 'Use ICS Shared Link'.

We are going to add our Serif Email Account first - so select Microsoft 365 Account and authenticate your Microsoft account using the standard 2FA instructions.





It looks as if this email is used with more than one account from Microsoft. Which one do you want to use?



Work or school account
Created by your IT department
sparry@serif.com



Personal account
Created by you
sparry@serif.com

Tired of seeing this? [Rename your personal Microsoft account.](#)

[Back](#)



← sparry@serif.com

Enter password

.....



[Forgotten my password](#)

[Use an app instead](#)

[Sign in](#)



sparry@serif.com

Approve sign-in request



Open your Authenticator app, and enter the number shown to sign in.

40

No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)



sparry@serif.com

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

You will be shown the account which has been added and given the choice to add another Account.

✓ Account Added

Add Another Account

Start Syncing Calendars

Create A Scheduling Link

Return to Dashboard



Select Add Another Account and this time select Google Account from the options.

 Sign in with Google



Choose an account

to continue to [CalendarBridge Inc](#)



Ste Parry
sparry@canva.com



Steven Parry
sparry@serif.com



[Use another account](#)

Before using this app, you can review CalendarBridge Inc's
[privacy policy](#) and [Terms of Service](#).

English (United Kingdom) ▾

[Help](#) [Privacy](#) [Terms](#)

Select your Canva.com Email Address from the list.

 Sign in with Google



Sign in to CalendarBridge Inc

 [sparry@canva.com](#) ▾

[Cancel](#)

[Continue](#)

English (United States) ▾

[Help](#) [Privacy](#) [Terms](#)

Hit Continue



CalendarBridge Inc wants access to your Google Account

 sparry@canva.com

Select what **CalendarBridge Inc** can access

Select all

 View and edit events on all your calendars.
[Learn more](#)

 See and download any calendar you can access using your Google Calendar.
[Learn more](#)

Because you're using Sign in with Google,
CalendarBridge Inc will be able to

 Associate you with your personal info on Google

 See your personal info, including any personal info you've made publicly available

 See your primary Google Account email address

Make sure you trust CalendarBridge Inc

You may be sharing sensitive info with this site or app. Learn about how CalendarBridge Inc will handle your data by reviewing its [terms of service](#) and [privacy policies](#). You can always see or remove access in your [Google Account](#).

[Learn about the risks](#)

[Cancel](#)

[Continue](#)

Select All from the list and hit Continue and the account will be added.

✓ Account Added

⟳ Add Another Account

↻+ Start Syncing Calendars

createUrl Create A Scheduling Link

Return to Dashboard >

Select return to Dashboard, and then select Accounts from the left sidebar.

The screenshot shows the calendarbridge dashboard. On the left, there is a sidebar with the following menu items:

- calendarbridge (icon)
- Home
- Sync
- Schedulers
- Group Booking
- Accounts (selected, highlighted in grey)
- Billing
- Log Out

The main content area has the following sections:

- Accounts** (with a back arrow icon)
- Add Account** (blue button)
- Help** (button with a question mark icon)

Below these are two account entries:

- sparry@canva.com** (with a Google icon) - Calendars: 3 > (with three dots icon)
- sparry@serif.com** (with a Microsoft icon) - Calendars: 6 > (with three dots icon)

Both of your Accounts should be listed ready to start syncing. If an account has not been added repeat the steps above until both accounts are showing correctly.

To Sync, select the Sync option from the left hand menu, and then select New Sync

The screenshot shows the calendarbridge web interface. On the left, a sidebar menu includes Home, Sync (which is highlighted), Schedulers, Group Booking, Accounts, Billing, and Log Out. The main area is titled 'Sync' and displays a message: 'You have 2 sync connections left on your plan.' Below this is a blue button labeled 'New Sync'. A large white box below contains the text 'No Syncs Yet'.

Firstly we will sync the Serif.com Calendar to the Google Calendar.

From the Select Source Calendar dropdown navigate to your Serif.com Email Address and hit the small down arrow to show available calendars to sync -

We only want to Sync our Primary Calendar

Select the Primary Calendar from the list

Select the Destination Calendar you want to sync these events to.

From the Select Destination Calendar dropdown navigate to your Canva.com Email Address and select the small down arrow and select the Primary Calendar from the list.

The screenshot shows the 'Select Calendars' step of the sync setup. It has three main sections: 'Select Source Calendar' (with a dropdown for 'Calendar' and 'Primary Calendar' selected), 'Select Destination Calendar' (with a dropdown for 'Ste Parry Canva' and 'Primary Calendar' selected), and a summary on the right: '1 Select Calendars Source:Calendar Destination:Ste Parry Canva', '2 Privacy Settings Not Selected Yet', and '3 Configure Options Not Yet Selected'. At the bottom is a 'Continue to Privacy >' button.

Click continue to Privacy

On the select information to Sync next step choose which information you would like to sync between the accounts.

In the tag section, it's a good idea to tag the events with the Email domain so you know which event was created for which Email Account as shown below, in this case (Serif.com)

calendarbridge

2 Select Information to Sync

Select additional event info you would like to sync between accounts. Time and date are synced by default (busy & free slots)

Subject

Attendees

Description

Location

Conference

Reminders

All Private

Copies will be marked private

Tag No Tag

Subject Line Preview

Source: Your Event Subject | Destination: Your Event Subject (Serif.com)

Continue to Options >

Click Continue to Options

calendarbridge

3 Configure Sync Options

Select your color and tag options

Destination: Ste Parry Canva (sparry@canva.com)

Default/Uncategorized Copy Color

●	●	●	●
●	●	●	●
●	●	● Calendar Default	

Advanced

Filtering

Exclude Free Events

Exclude tentative Events

Exclude source events with color

Create Sync >

Next, leave everything as default and select Create Sync

Review Sync

 Calendar

sparry@serif.com



 Ste Parry Canva

sparry@canva.com

Tag	(Serif.com)
Fields	Date, Subject, Description, Location, Reminders, Conference, Attendees
Color	None

Back

Create >

Review your selections and select Create. The sync will start processing the changes between the calendars.

You have 1 sync connections left on your plan.

New Sync

+

 Calendar

sparry@serif.com



 Ste Parry Canva

sparry@canva.com

Tag: (Serif.com)

Fields: Tagged Date, Subject, Description, Location, Reminders, Conference, Attendees

Status: Active and Up-to-Date

8%

You will need to repeat the process above changing the the source and destination to the opposite of your original sync.

So the Source would be your Canva.com Primary Calendar and your destination would be your Serif.com Primary Calendar. Making sure you tag this sync with (Canva.com)

Once complete your Sync menu should look like the following:

You have reached the maximum limit of 2 sync connections. Upgrade to Premium or Pro to increase your limit if needed.

You have 0 sync connections left on your plan.

New Sync 

 Ste Parry Canva

sparry@canva.com



 Calendar

sparry@serif.com

Tag: (Canva.com)

Fields: Tagged Date, Subject, Description, Location, Reminders, Conference, Attendees

Status: Active and Up-to-Date

 Edit

 Resync

 Delete

 Calendar

sparry@serif.com



 Ste Parry Canva

sparry@canva.com

Tag: (Serif.com)

Fields: Tagged Date, Subject, Description, Location, Reminders, Conference, Attendees

Status: Active and Up-to-Date

 Edit

 Resync

 Delete

Once the panel looks like the example below, events should be actively syncing your email clients. Example - in your outlook you can now go to your Calendars and select only your Canva.com Calendar to show and this will display both your Canva events and any events from your Serif Calendar displayed with a tag (serif.com)

Below are screenshots from both Outlook and Google Calendar via OKTA.

This screenshot shows the Calendar Bridge interface for managing multiple calendar accounts. The main view displays a weekly calendar from August 26 to 30, 2024, with events color-coded by account. Key events include 'Leva Graudule - Out of office (Serif.com)', 'Amy Bradley - Out of office, Full day', 'Stacey Richards - Out of office, Full day', 'Growth & Impact Chats', 'Phil Browning - Out of office (Serif.com)', 'Liam Fisher - Out of office (Serif.com)', 'Sean Power - Out of office (Serif.com)', 'Jonathan Malcolm - Employment', 'Daniel Asher - Employment', and 'James Baker - Out of office (Serif.com)'. A specific event, 'August Bank Holiday (UK Holiday) Planning meetings', is highlighted in orange. A 'Screenshot' button is located at the bottom left of the interface.

This screenshot shows the Google Calendar interface for the same period. It displays the same set of events as the Calendar Bridge interface, including the 'August Bank Holiday (UK Holiday)' and various 'Out of office' events. Other events listed include 'CTV Sitdown - Europe Watch London G-Event', 'test (Serif.com)', 'Canva's Culture and Values Zoom', 'Goal Celebration (Serif.com)', 'KFC Goal Celebration (Serif.com)', 'Zendesk admin Training (Serif.com)', 'Zendesk Admin Training (canva.zoom.us)', 'Claire / Ste Weekly 1 -1', and 'Canceled: Fire'. The 'Canva' logo is visible at the top right of the interface.

Once the Accounts have been added and the Syncs created and you have checked your email clients to make sure everything is working correctly, you can log out of Calendar Bridge.

Notes : If you ever want to change or edit a sync you can simply log back in and select edit on the sync of your choice, however, if you need to make a change the process requires removing all the previous events and then re-creating them with any new values or choices you have made.

Please be aware that this licence is only to be used to sync serif.com and canva.com domain accounts. Any usage with any other domains is prohibited and your licence will be revoked if applied.

This solution does not address the booking of rooms or resources, the current situation is that all meeting rooms and resources at Affinity HQ need to be booked using your serif.com email address through Office365 & for any Canva meeting rooms or resources, these should be booked using your

canva.com email address through Google Workspace Calendar via OKTA.

We are currently working on transitioning our meeting rooms and resources over to Google Workspace as well as upgrading the tech in those spaces and creating new spaces at Affinity HQ for future use.

If you have any problems or need further assistance please reach out to helpdesk@serif.com or come and speak to either  Ste Parry or  Jim Basra who are more than happy to assist.