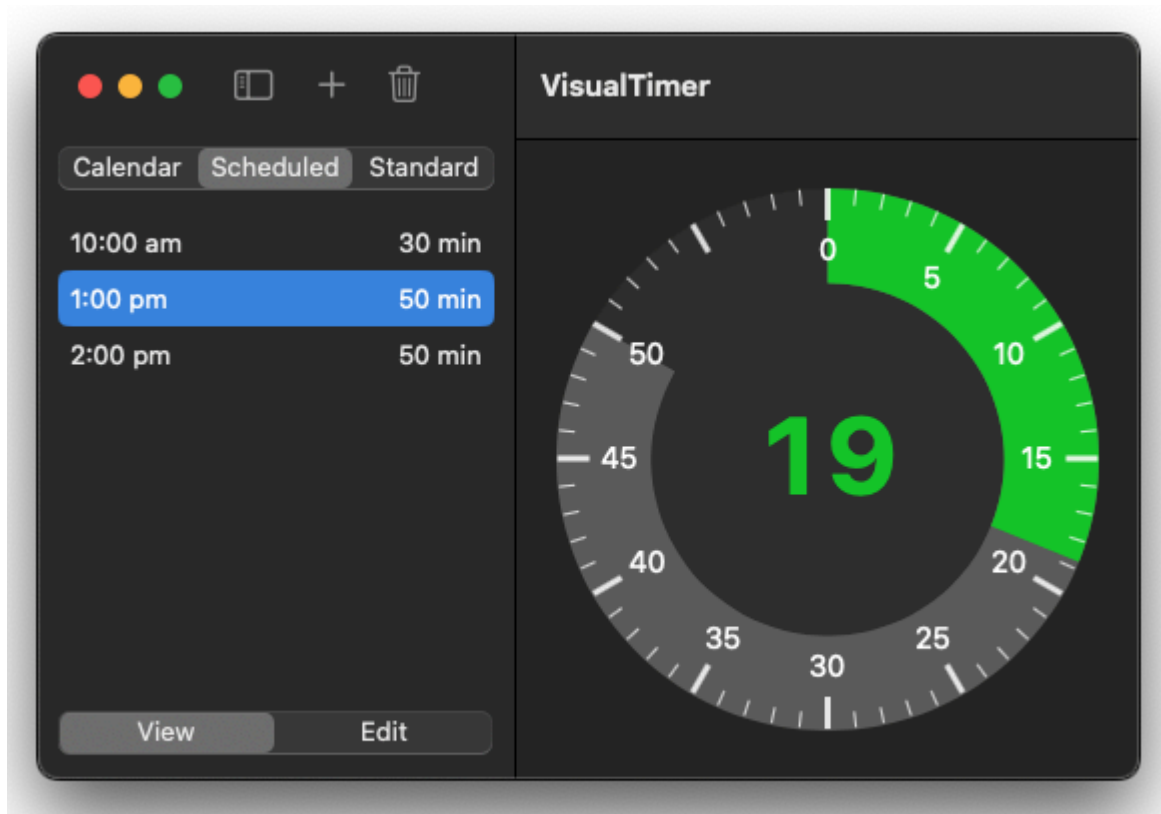


VisualTimer - Quick Start Guide

Introduction

VisualTimer is a visual timer that automatically retrieves meetings from your calendar.



Requirements

VisualTimer runs on MacOS v14 and higher. You can check your MacOS version from the Main menu:

Apple icon > About this Mac

Apple Calendar

VisualTimer currently depends on the **Apple Calendar** app to support the following kinds of calendars:

- Apple iCloud
- Microsoft Exchange
- Google
- Yahoo!
- AOL
- Other CalDAV calendars

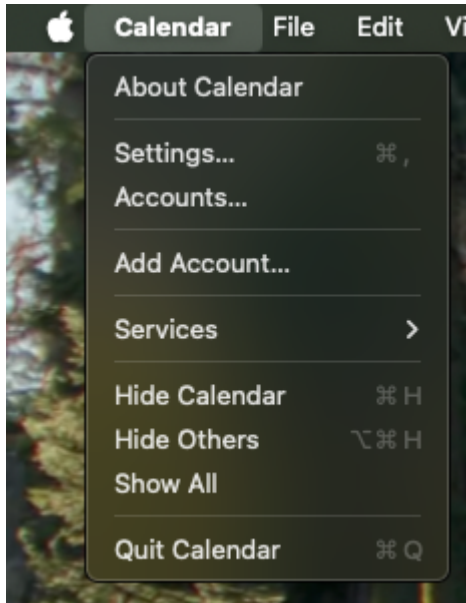
If you want to use VisualTimer with one or more non-Apple calendars, you'll have to configure an external account within **Apple Calendar** settings.

Adding Google Calendar to your Apple Calendar app

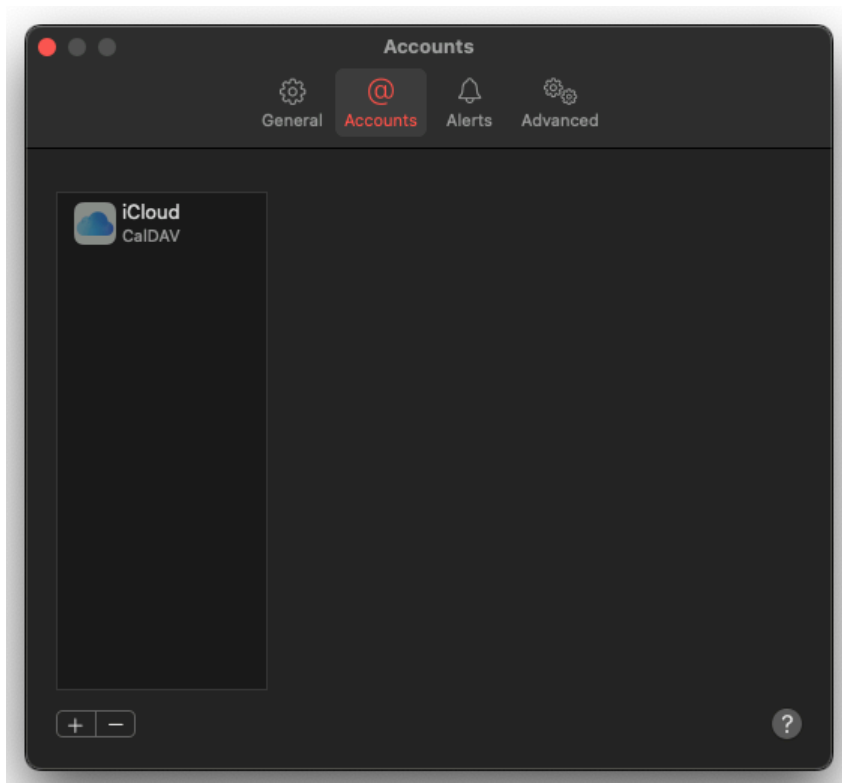
Start your Apple Calendar from the application **Dock**.

If it's not in the Dock, open **Finder**, navigate to the **Applications** folder and start **Calendar**.

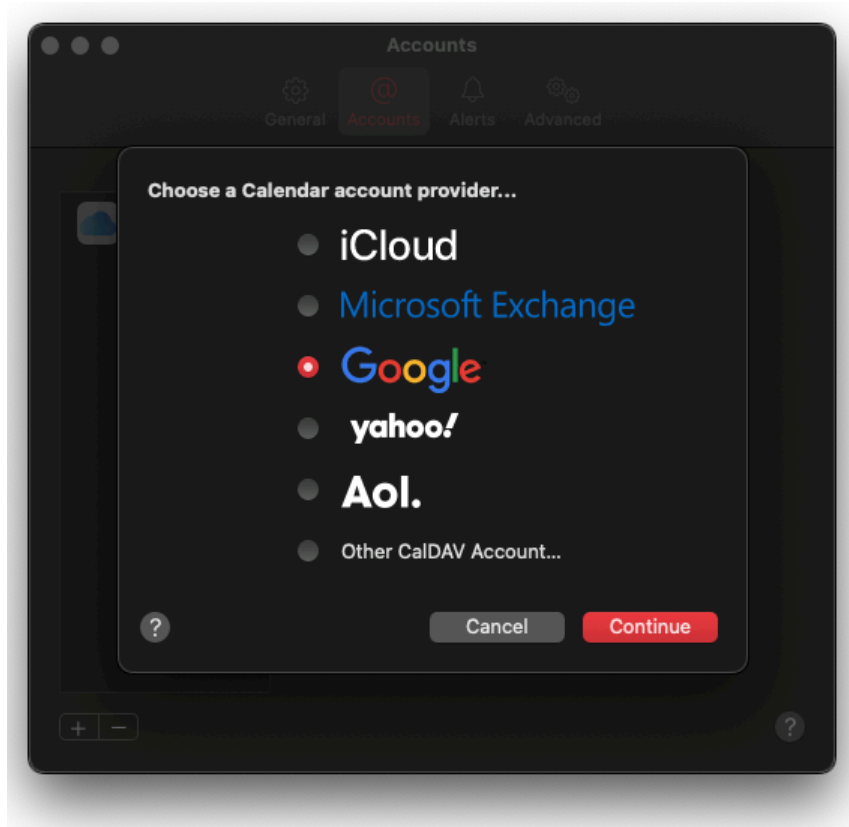
From the main **MacOS menu**, select **Calendar**, then **Settings....**



Select the **Accounts** tab.

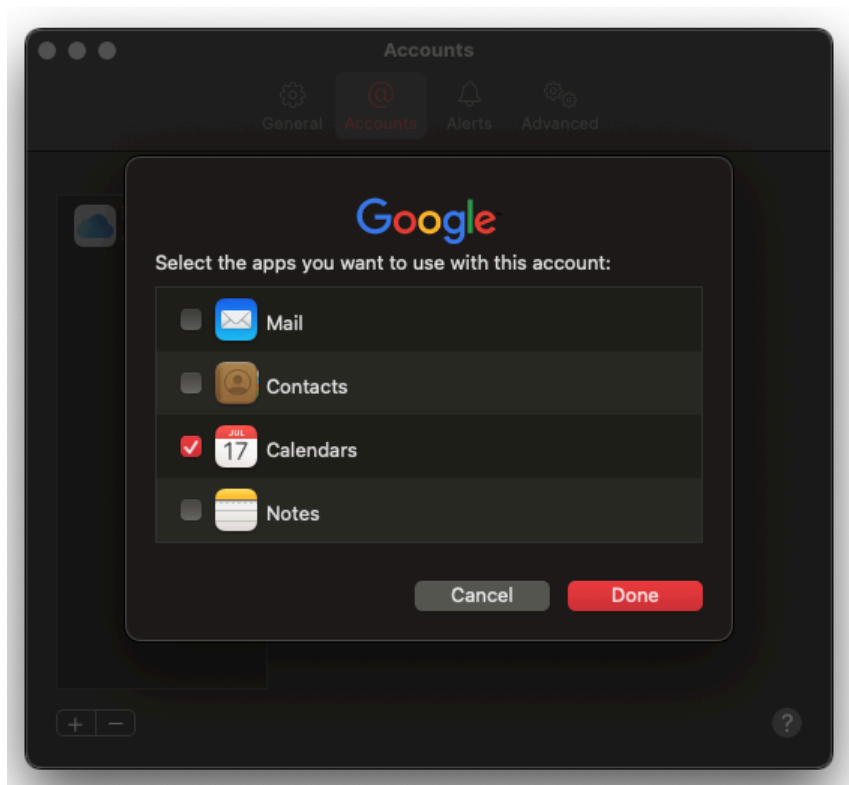


Near the bottom left, click on the **Plus Icon**, select **Google**, and click **Continue**.

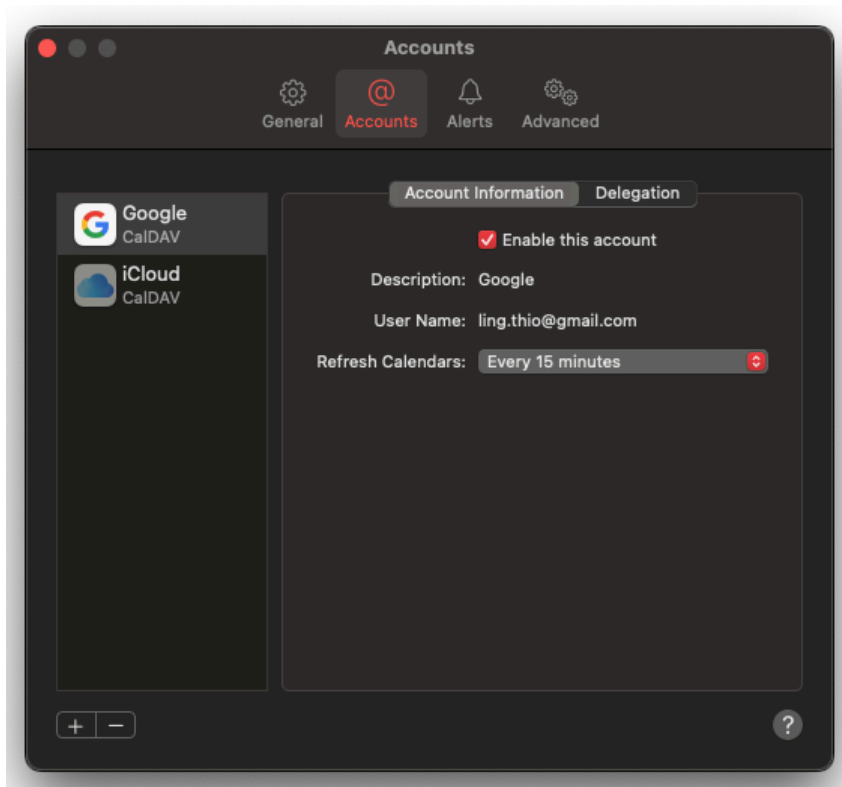


Connect your Google calendar account to Apple calendar.

- Sign in
- Complete the 2-factor authentication
- Grant access to your Google Calendars, then click Done.



- Make sure that **Enable this account** is checked.
- The calendar refreshes **Every 15 minutes** by default. You can select a different frequency as needed.



Close the Apple Calendar settings window. Wait a few minutes as it may take some time for all the events to sync.

Starting VisualTimer

Copy **VisualTimer** to your **Applications** folder.

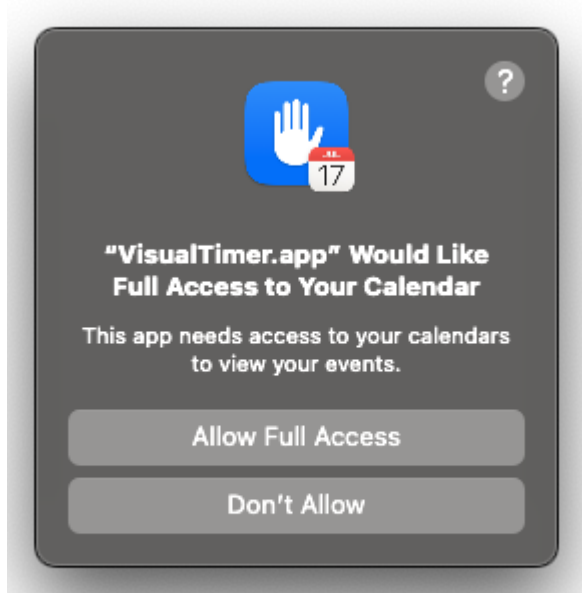
You can drag-and-drop this application to your application **Dock** if you want.

Open **VisualTimer** from the **Dock**, or

Use **Finder** to open the **Applications** folder and click on **VisualTimer.app**.

When you start VisualTimer for the first time, it will prompt for access to your calendar.

You must click on **Allow Full Access** in order for VisualTimer to display your calendar events.



Configuring VisualTimer

After starting VisualTimer, select **VisualTimer** then **Settings...** from the main menu.

Go to the **Calendars** section and enable the calendars you'd like to see events from.

