




Automated Calendar Sync: Ensuring Privacy & Availability

Objective

This guide explains how to automatically sync multiple calendars into a **work calendar** while keeping personal event details hidden.


-  **Syncs availability from multiple calendars**
 -  **Hides personal event details (only "Busy" appears)**
 -  **Works automatically after setup**
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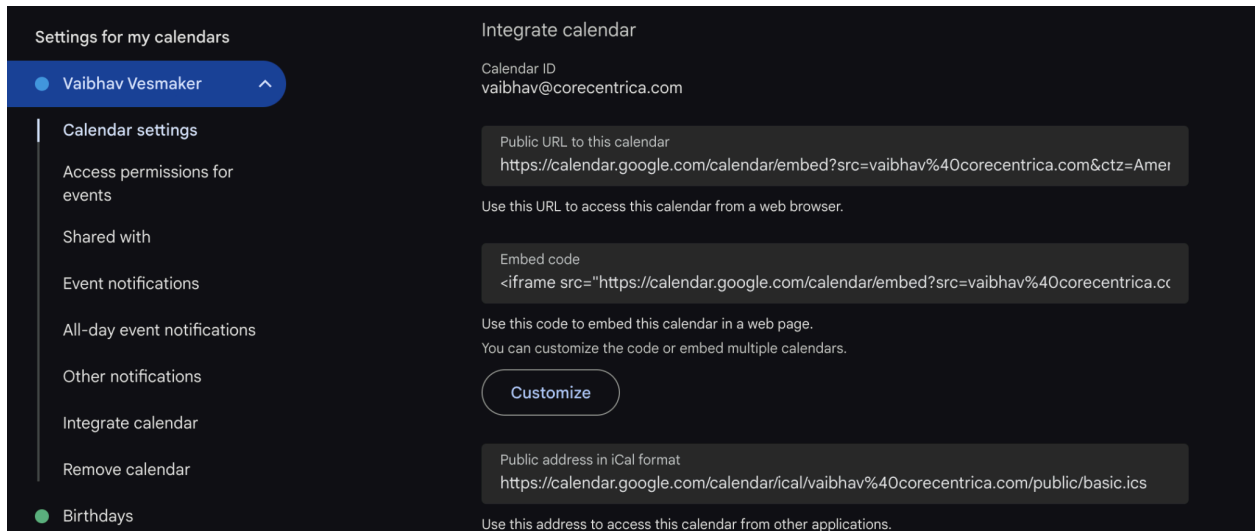
Step 1: Get Your Calendar IDs

Each calendar has a **unique ID** that we need to use in the script.

1. **Go to Google Calendar:** calendar.google.com (this would be your corecentrica account)
2. Click the **gear icon** (⚙️) > **Settings** (top right section before "week")



3. On the left, under **"Settings for my calendars"**, click on the name of each calendar you want to sync.
4. Scroll down to **"Integrate calendar"**.
 **Pro Tip:** If you can't find the "Integrate calendar" section, use the shortcut (**Command + F on Mac or Ctrl + F on Windows**) and type "Integrate" to locate it quickly.



5. Copy the **Calendar ID** (It looks like an email or something like **foreg vaibhav@corecentrica.com**).
 6. Repeat for **all source calendars** (Personal, Work 1, Work 2, etc.).
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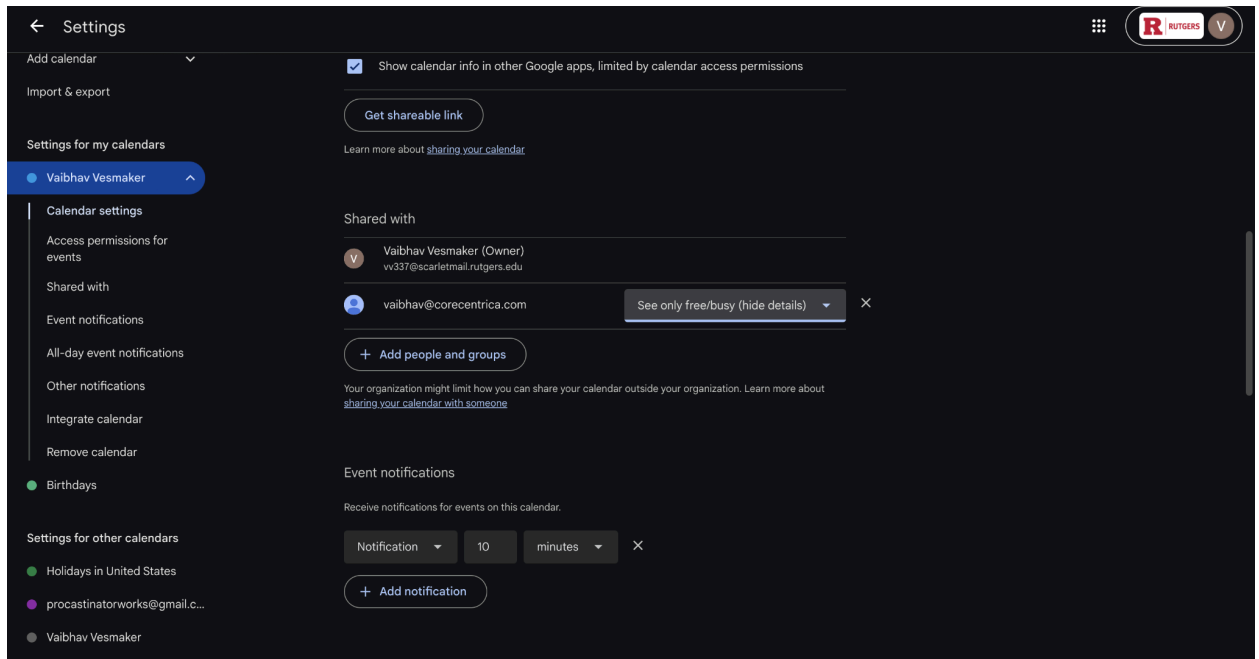
Step 2: Share Your Calendars for Access

This step allows your **CoreCentrica account** to access your **personal/work calendars** for syncing.

How to Share Calendars:

1. **Go to Google Calendar settings** for each **personal/work calendar**.
2. Scroll to **"Share with specific people"**.
3. Click **"Add people"** and enter your **work email (vaibhav@corecentrica.com)**.
4. Set the **permission to**:
 - o ☒ **"Make changes to events"** (Required for the script to work).
5. Click **Send Invitation** and **accept it from your work email**.

 **Sync all calendars before running the script.** You can also set your **personal account's** permission to **"See only free/busy (hide details)"** so that only **"Busy"** is visible.



PS : I went to my rutgers (Study account) and added Corecentricas (Work account)

Share with specific people

Some sharing options may have been turned off for your organization by your administrator.



vv337@scarletmail.rutgers.edu X



Add email or name

Permissions

See only free/busy (hide details) ▲

See only free/busy (hide details)

See all event details

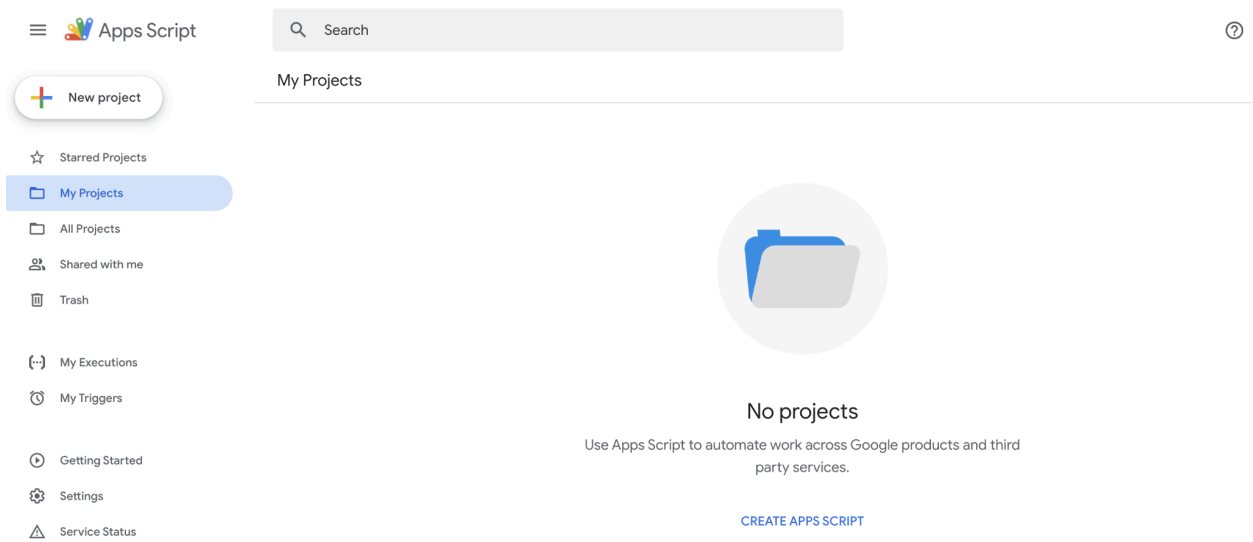
Make changes to events

Make changes and manage sharing

Step 3: Create the Google Apps Script

Now we will create the automation script.

1. **Go to Google Apps Script:** script.google.com (sign in with corecentrica account - priority account)



2. Click “**New Project**”.
3. Name it “**Calendar Sync**”.
4. **Delete everything in the editor.**
5. **Copy & Paste the script below:**

```
function syncCalendars() {  
  var sourceCalendars = [  
    'vaibhavvesmaker@gmail.com', // your personal email 1  
    'vv337@scarletmail.rutgers.edu', // your work email other than  
corecentrica  
    // 'test@gmail.com', // you can add  
emails as many as you can  
  ]  
}
```

```

];
var targetCalendar =
CalendarApp.getCalendarById('vaibhav@corecentrica.com'); // this would be
your Priority account CoreCentrica

if (!targetCalendar) return Logger.log("❌ Target calendar not found!");

var now = new Date(), future = new Date();
future.setMonth(now.getMonth() + 3);

// Clear old 'Busy' events
targetCalendar.getEvents(now, future).forEach(e => { if (e.getTitle() ===
"Busy") e.deleteEvent(); });

sourceCalendars.forEach(calendarId => {
    var calendar = CalendarApp.getCalendarById(calendarId);
    if (!calendar) return Logger.log("❌ Source calendar " + calendarId +
" not found.");

    calendar.getEvents(now, future).forEach(event => {
        var start = event.getStartTime(), end = event.getEndTime();

        // **Skip all-day events**
        if (event.isAllDayEvent()) {
            Logger.log("▶ Skipping all-day event: " + event.getTitle());
            return;
        }

        // Check if "Busy" event already exists for this time slot
        if (!targetCalendar.getEvents(start, end).some(e => e.getTitle()
=== "Busy")) {
            Logger.log("➡ Creating 'Busy' event for: " + start);
            targetCalendar.createEvent("Busy", start, end);
        }
    });
}

```

```
    } else {  
        Logger.log("⚠️ 'Busy' already exists for this time slot,  
skipping...");  
    }  
});  
});  
  
Logger.log("✅ Sync complete!");  
}
```

6. Replace these placeholders:

- 'vaibhavvesmaker@gmail.com' → Replace with your actual personal calendar ID.
- 'vv337@scarletmail.rutgers.edu' → Replace with your Work calendar ID.
- 'vaibhav@corecentrica.com' → Replace with your CoreCentrica work calendar ID.

7. Click **File > Save**.

Step 4: Run & Test the Script

1. Click **Run ▶**.
 2. If it asks for permissions:
 - Click **Authorize**.
 - Select your **work account (vaibhav@corecentrica.com)**.
 - Click **Allow**.
 3. Open your **CoreCentrica work calendar**.
 4. You should see **"Busy" events** appear where personal events exist.
 5. **Personal event names/details will not be copied!**
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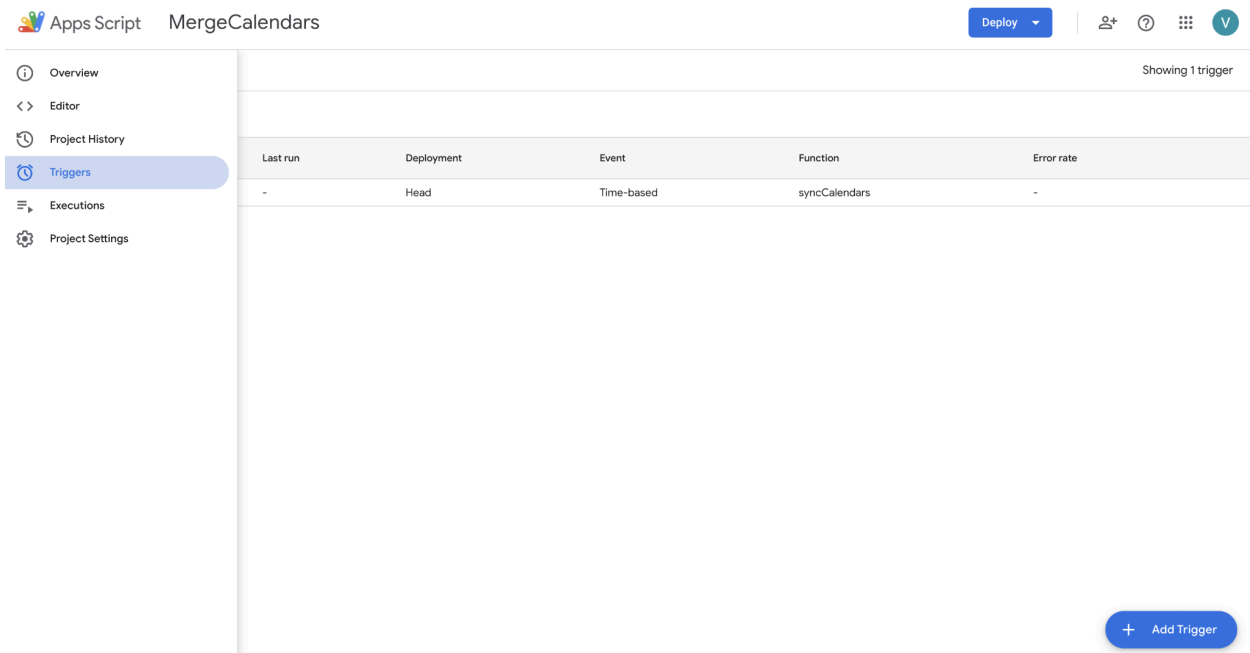
Step 5: Not Necessary Automate the Script (Runs Every Hour)

To keep availability updated, **schedule the script to run automatically**.

1. **Go to Google Apps Script.**
2. Click **Clock Icon (🕒) > Triggers**.
3. Click **"+ Add Trigger"**.
4. Set:
 - **Function to run** → `syncCalendars`
 - **Event source** → **Time-driven**
 - **Type of time-based trigger** → **Every hour** (or adjust as needed)
5. Click **Save**.

✅ Now, the script runs **automatically every hour**, syncing your availability without showing event details.

PS : ***If you want to customize your automation.***



Apps Script MergeCalendars Deploy

Showing 1 trigger

Last run	Deployment	Event	Function	Error rate
-	Head	Time-based	syncCalendars	-

+ Add Trigger



Summary: What This Setup Achieves

- ✓ Hides personal event names/details—only "Busy" is shown.
 - ✓ Automatically updates CoreCentrica calendar every hour.
 - ✓ Keeps personal and professional calendars separate while showing accurate availability.
 - ✓ One-time setup, then runs without manual work.
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Final Checklist

- ✓ Calendars shared with the correct permissions.
 - ✓ Correct Calendar IDs used in the script.
 - ✓ Script successfully runs and syncs "Busy" events.
 - ✓ Trigger set up for automatic updates.
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