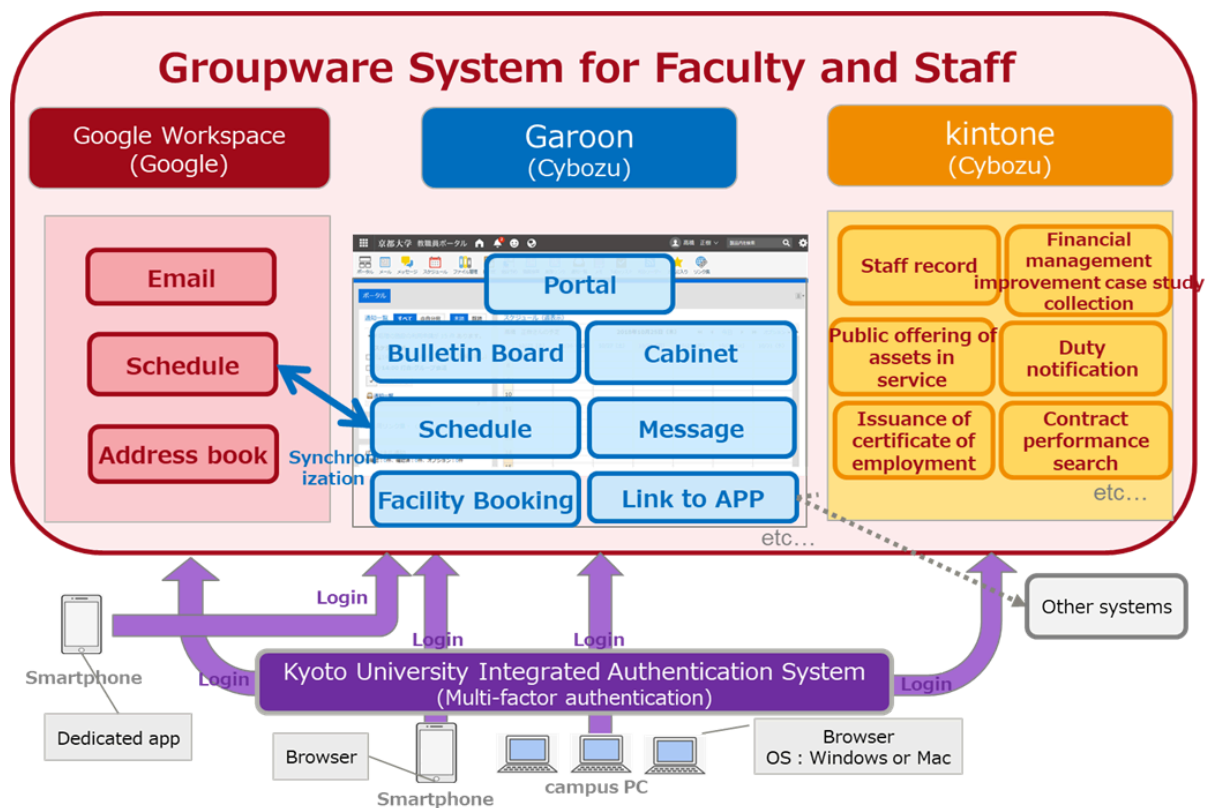Specifications for data synchronization in the scheduling tools

1. Introduction

● IIMC provides two scheduling tools, namely Garoon Schedule and Google Calendar, on the Faculty and Staff Groupware. Schedule data is synchronized between these systems.
● If you set your entire Google Calendar to **private** and register each event with the 'Default Public Settings', the events will be **private** in the Google Calendar but **open** in Garoon Schedule.
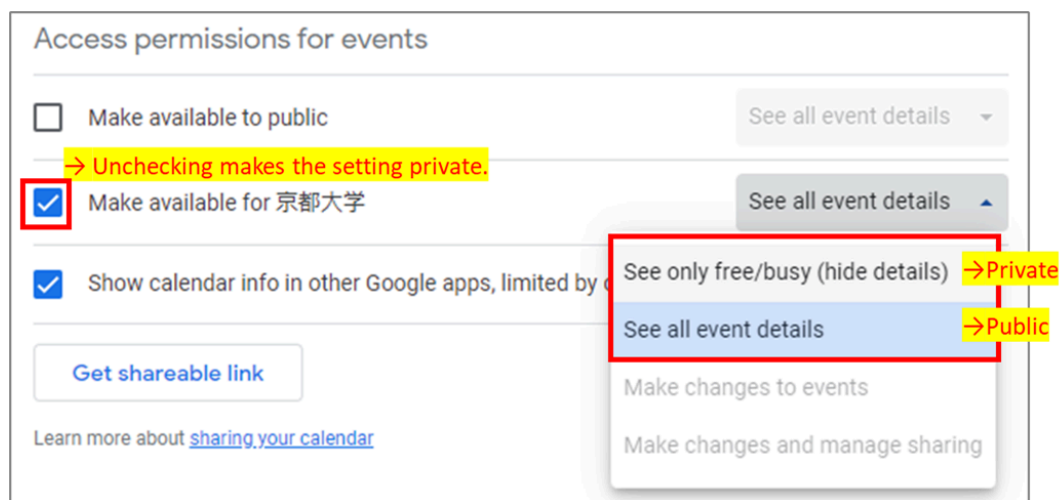● Please ensure that you do not accidentally open appointments that should not be open.

The structure of the Faculty and Staff Groupware

2. How to set up the publication area for events

● It is possible to set an open area for individual events in both Garoon Schedule and Google Calendar.
● In Google Calendar, you can change the contents of [Default public settings] on your settings page.

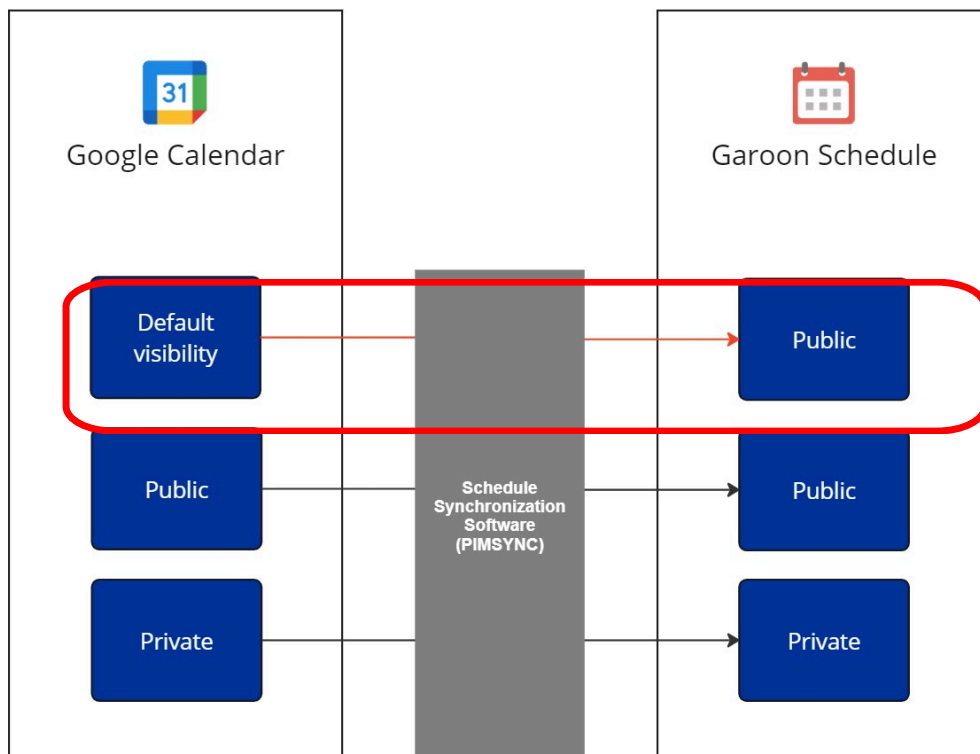|	Options	Details
Garoon Schedule	Public	Display schedule details to other users
	Private	Only the time frame of the appointment is displayed to other users
Google Calendar	Public	Display schedule details to other users
	Private	Only the time frame of the appointment is displayed to other users
	Default visibility	Displayed according to the registered contents of the settings screen ・Public(Display schedule details to other users) ・Private(Only the time frame of the appointment is displayed to other users) ・Hide (do not show appointments to other users)

The open area settings for events

Setting page of Google Calendar

3. The schedule synchronization specification

- Garoon Schedule and Google Calendar use scheduling software to automatically synchronize events. This means you only need to work on one system to have your events reflected in both.
- In principle, the public area will not change as a result of synchronization, since the information on the public area settings is also subject to synchronization. However, if you select [Default public settings] in Google Calendar, it will be synchronized as [Public] in Garoon Schedule. This is the same even if [Default Public Settings] is set to [Private].
- **To make events private, set each to "Private".**

Publishing settings for the synchronization of events from Google Calendar with Garoon Schedule

4. To stop synchronizing

- If you want to stop synchronizing your schedule data between Garoon Schedule and Google Calendar, please read the "How to stop calendar synchronization" and submit the "Request to stop calendar synchronization".
- Depending on the situation, the process may take up to a week.

▼How to stop calendar synchronization
https://ku1.cybozu.com/g/cabinet/view.csp?hid=42587&fid=239302

▼Request to stop calendar synchronization
https://ku1.cybozu.com/g/workflow/send_form.csp?cid=9&fid=1418

5. Reference

▼Portal Sites FAQ「What is the difference between Google Calendar and Garoon Scheduler?」
https://www.iimc.kyoto-u.ac.jp/en/faq/portal/groupware/google_garoon.html

▼Manual「Scheduler_Google Calendar」
https://ku1.cybozu.com/g/cabinet/view.csp?hid=22241&fid=80930