

Adding Calendar and client email to front

New contractor client email and calendar

43 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
Ronaldo Zephyr	Nov 12, 2024	Nov 26, 2024

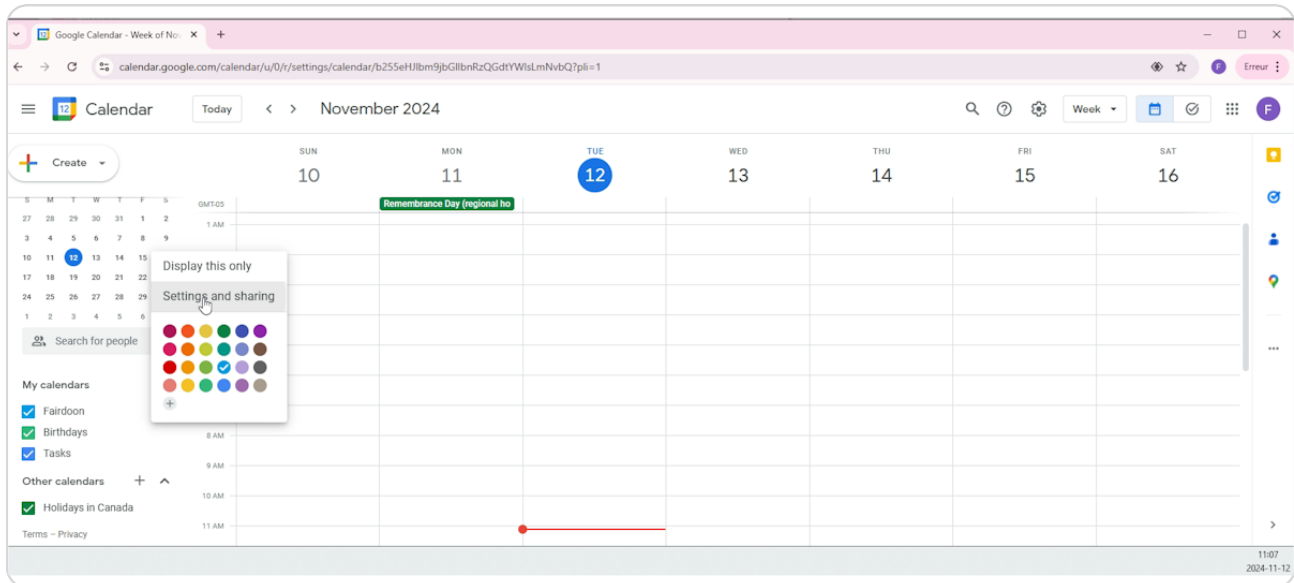
Sharing from created or given google calendar... 43 Steps

We have to give ourselves access to the contractors calendar

STEP 1

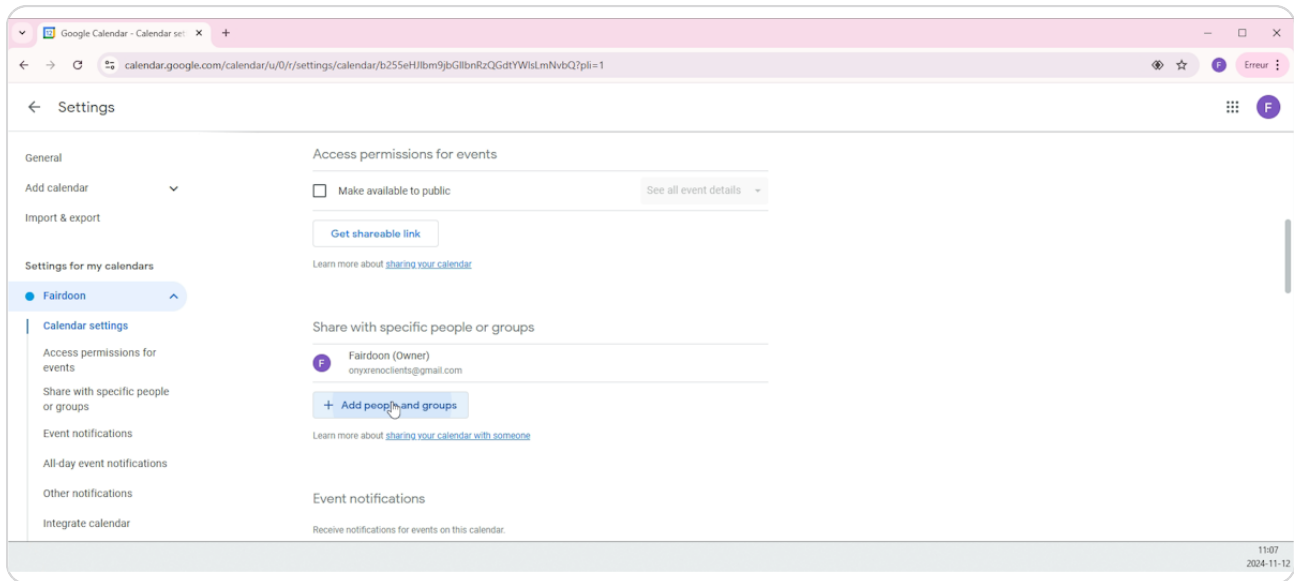
Click the settings and sharing option found nex to the main calendar

hover over the main calendar under : my calendars



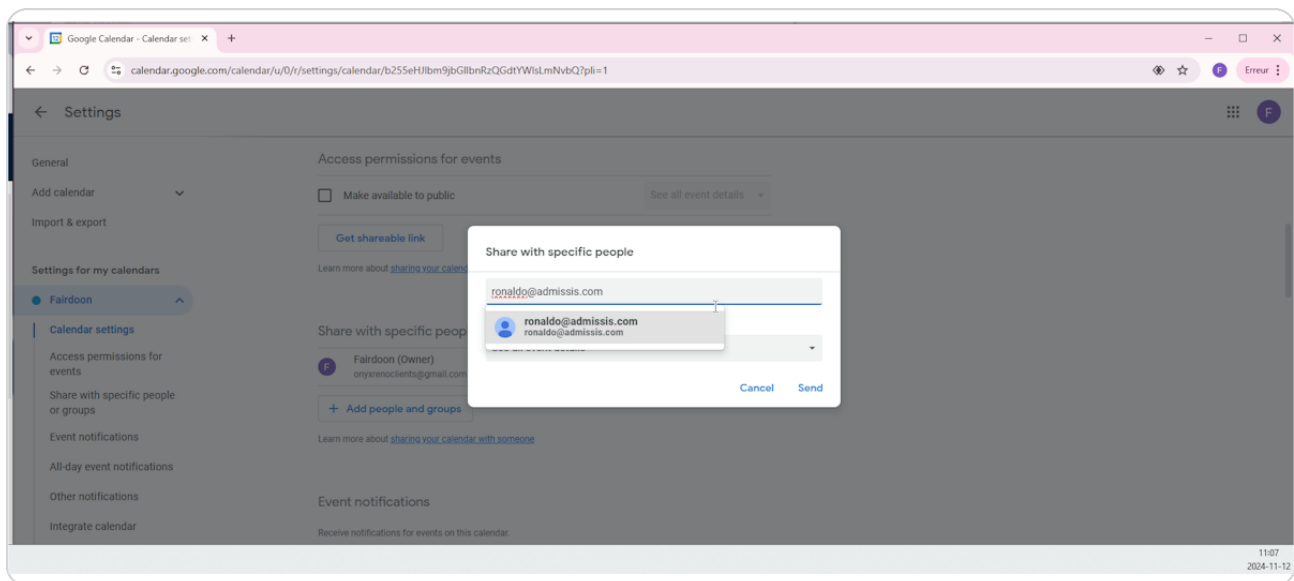
STEP 2

Click the Add people and groups button



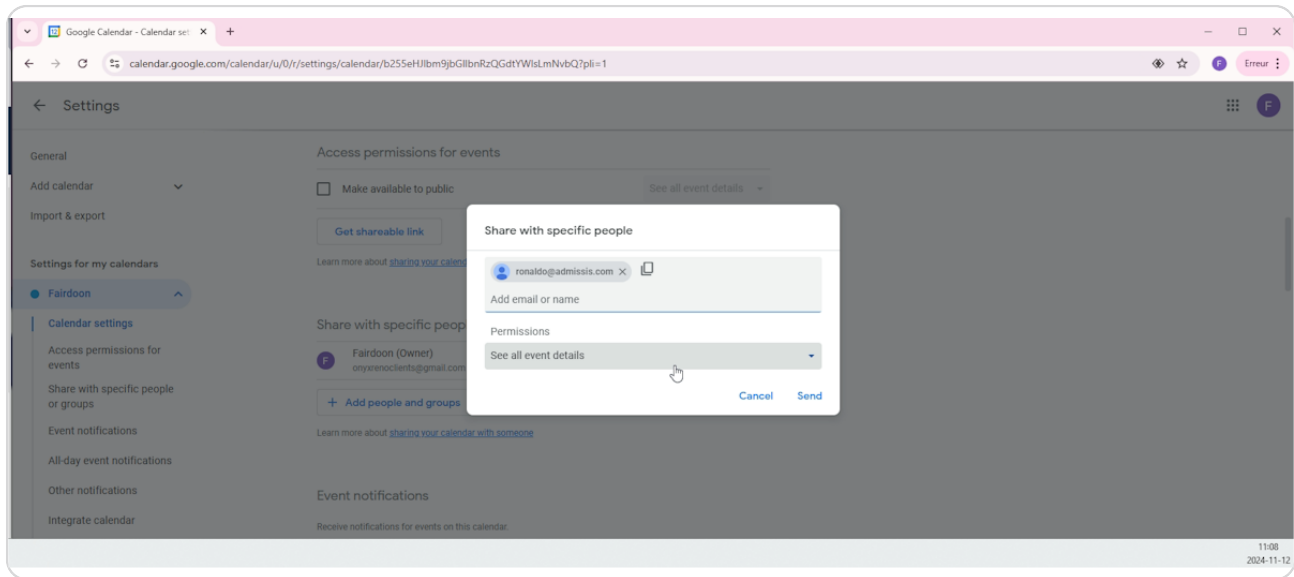
STEP 3

enter your own professional email



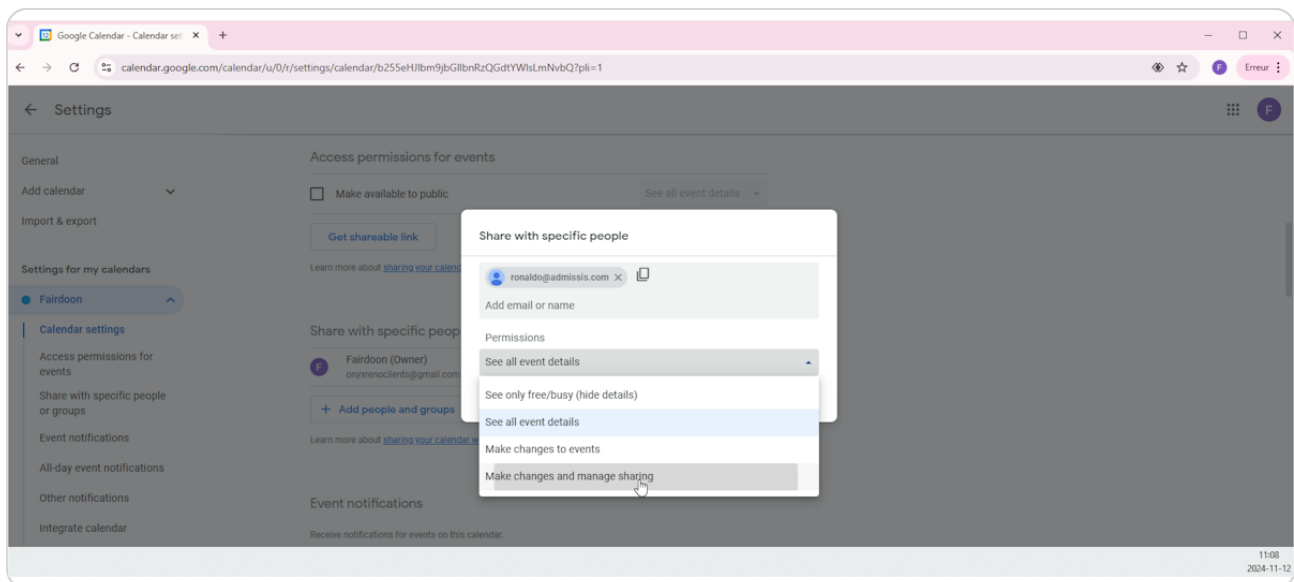
STEP 4

Go to the permissions dropdown



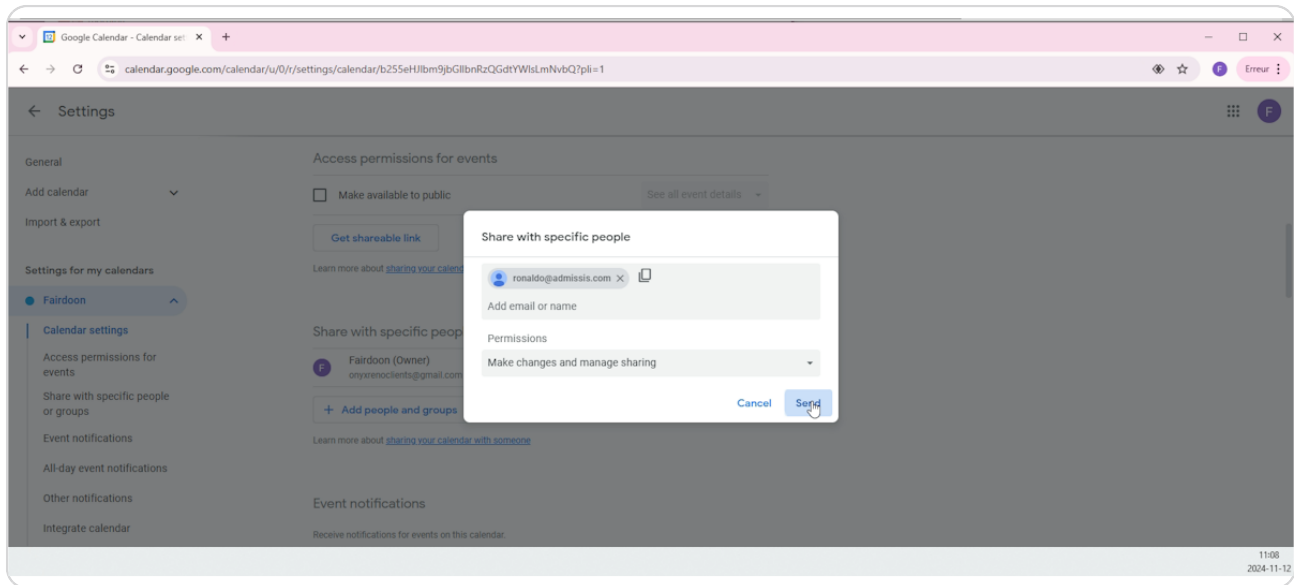
STEP 5

Select the : make changes and manage sharing option



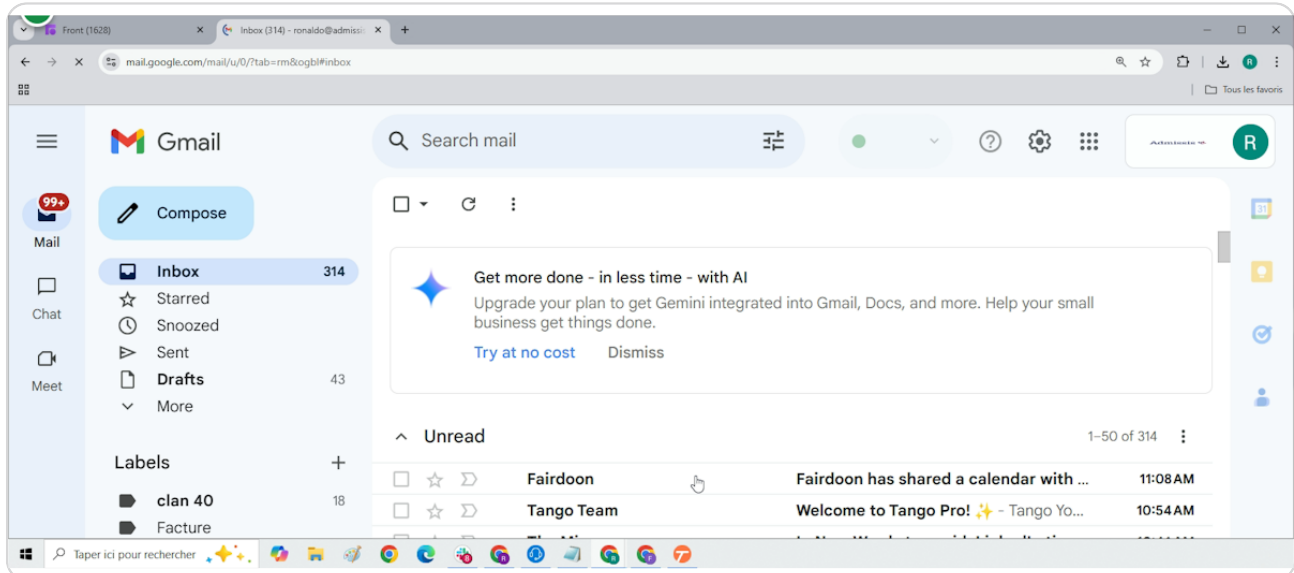
STEP 6

Click save



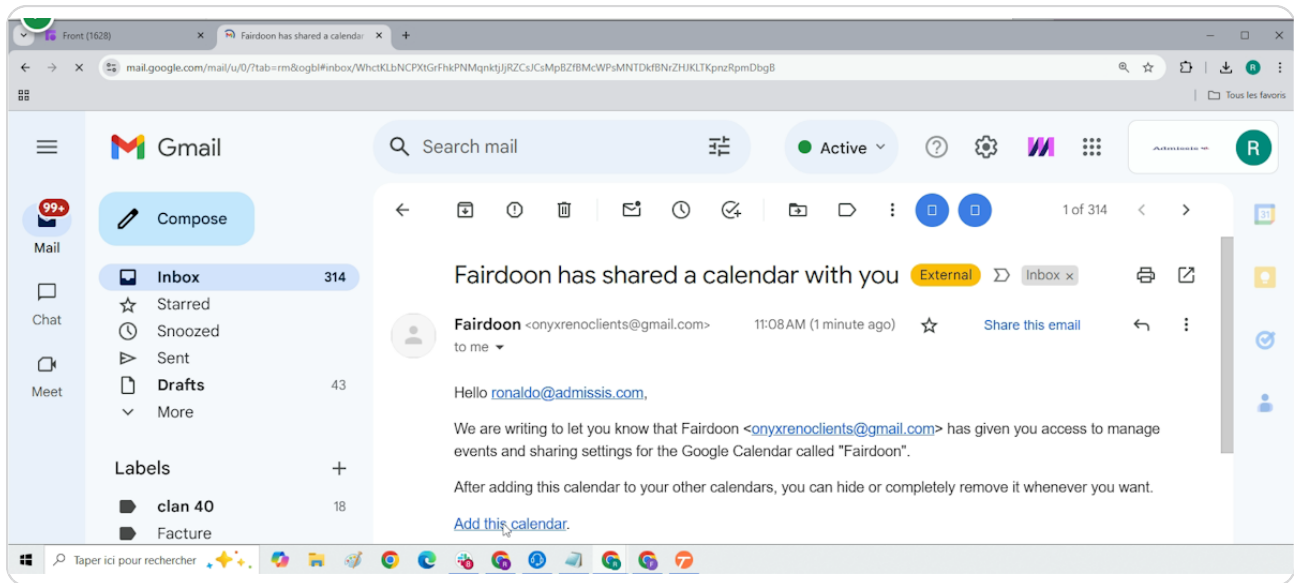
STEP 7

In YOUR inbox, find the calendar share email



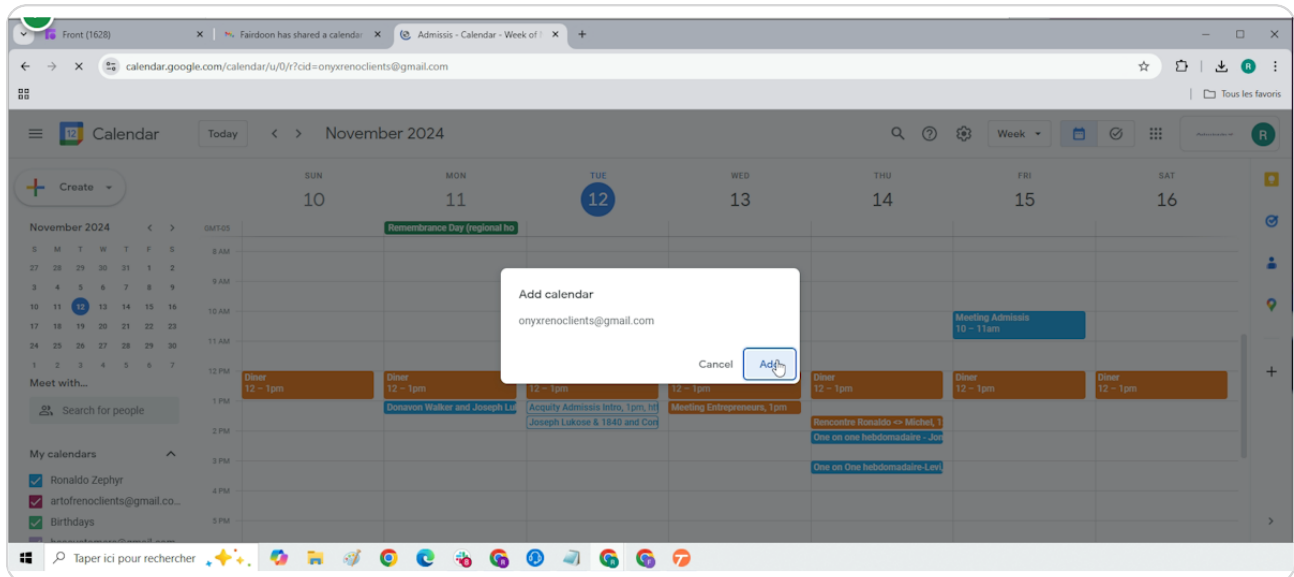
STEP 8

Click Add calendar



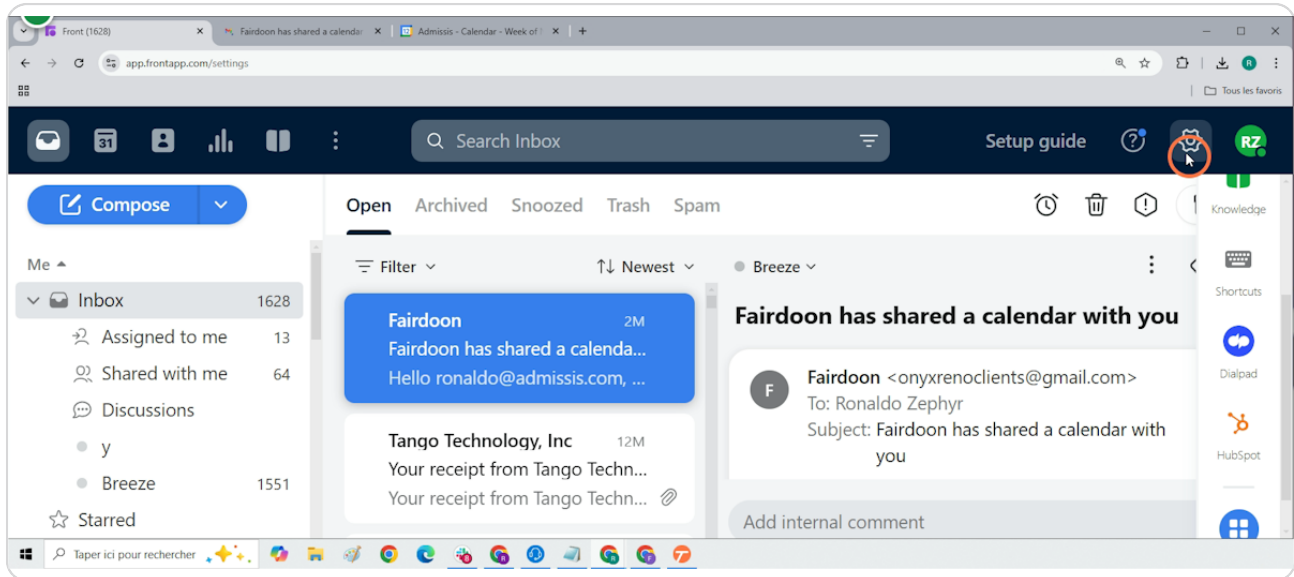
STEP 9

from your calendar (should pop up) click add



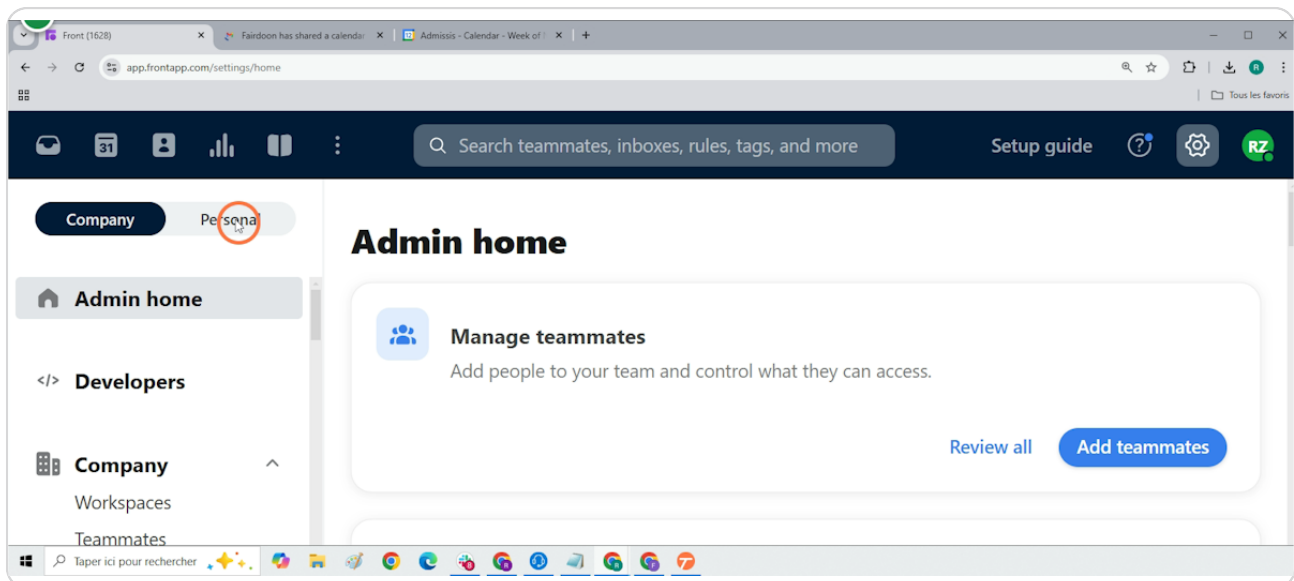
STEP 10

In FRONT, go to the settings menu



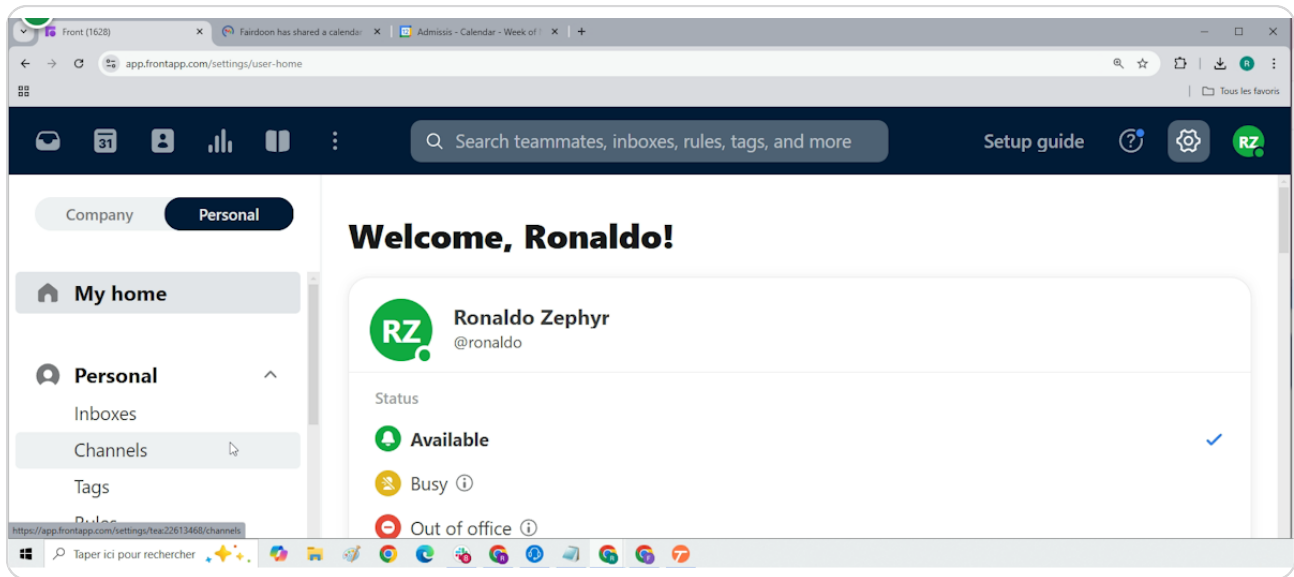
STEP 11

From that menu, go to the Personnel section



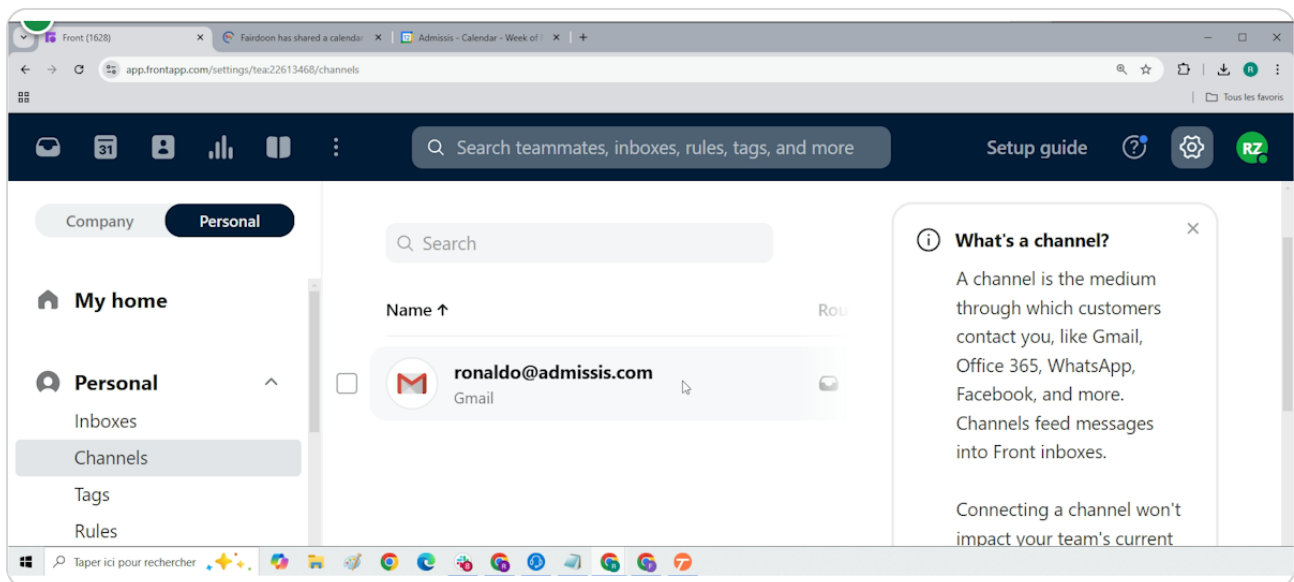
STEP 12

Select the Channels option



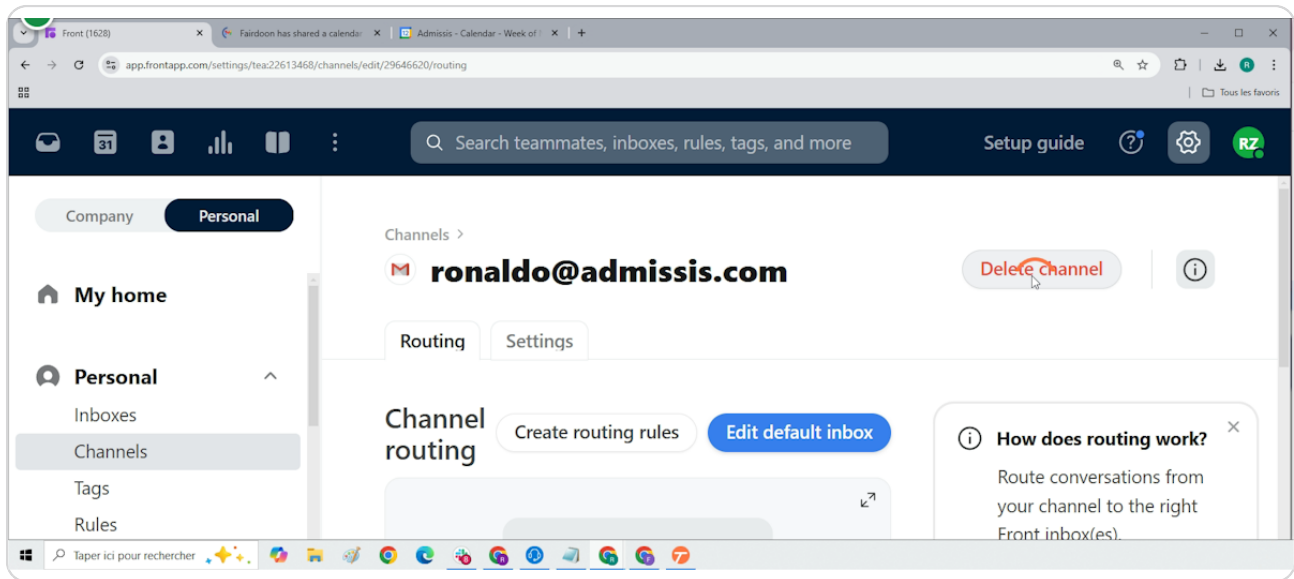
STEP 13

select your professional email



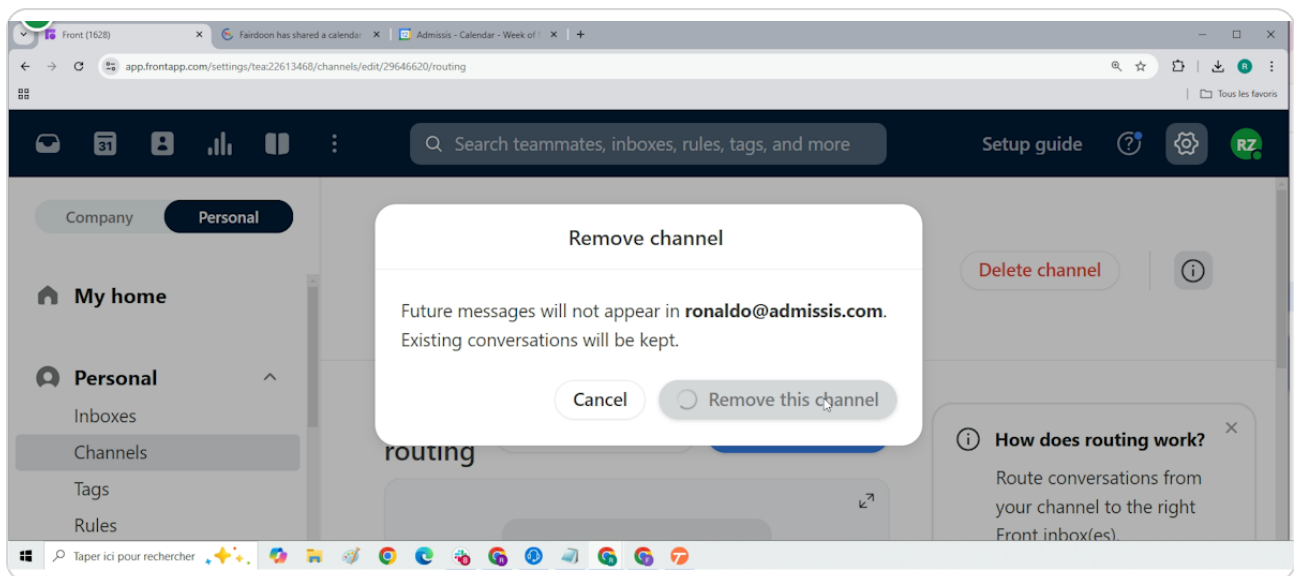
STEP 14

Click delete delete Channel



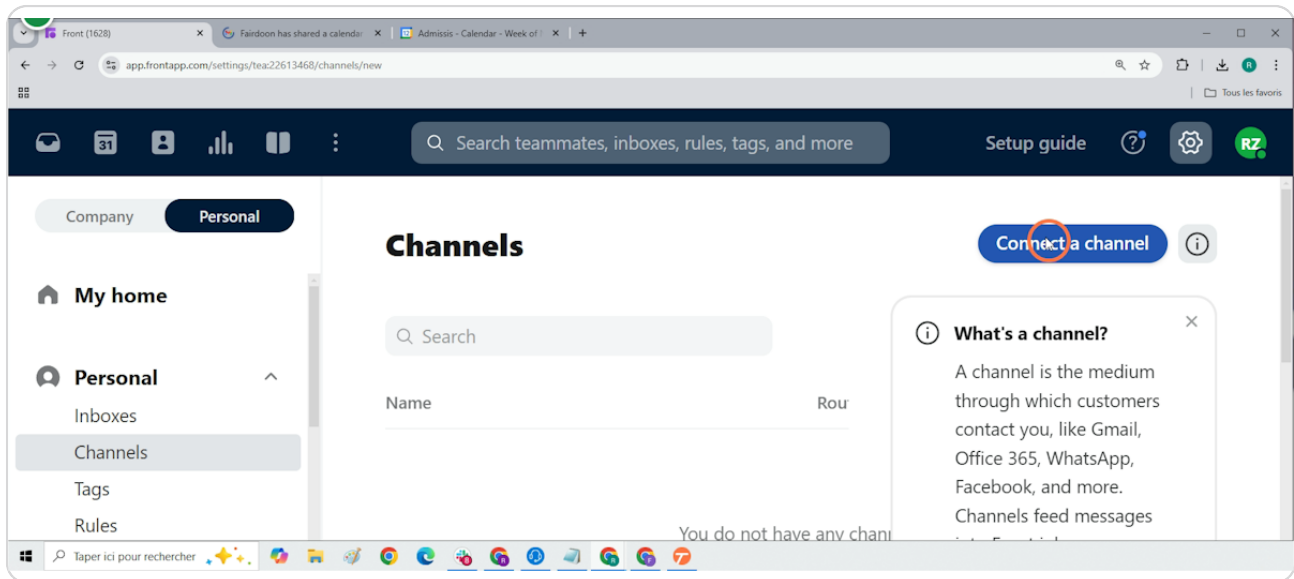
STEP 15

Click Remove Channel



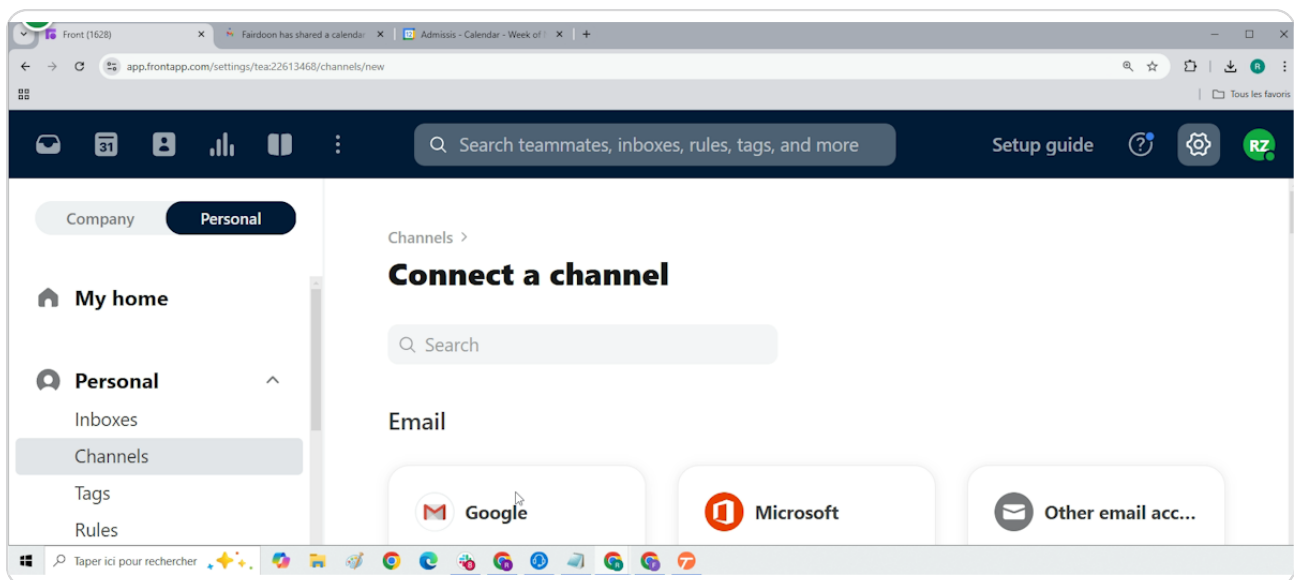
STEP 16

You now have to reconnect your email : click connect a channel



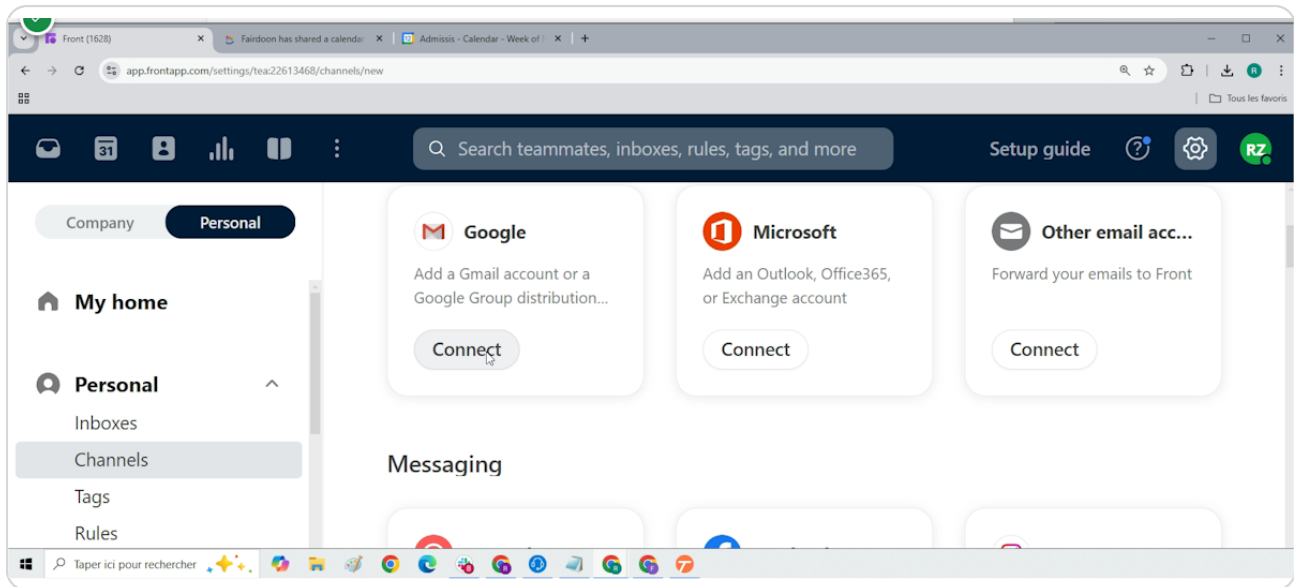
STEP 17

Select the gmail tab



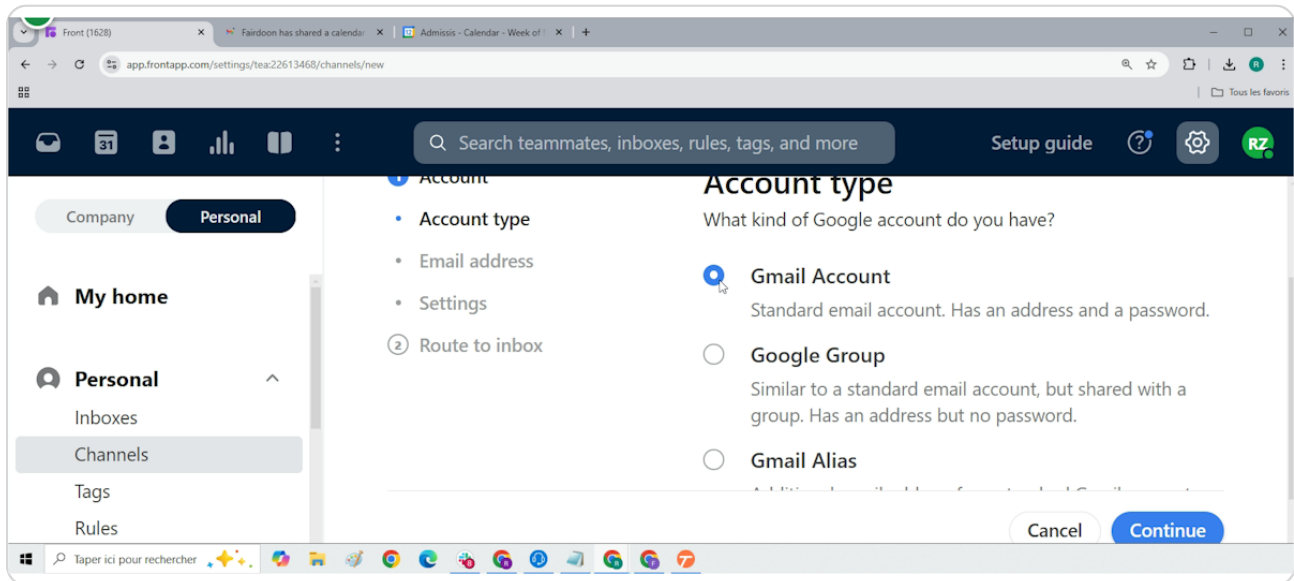
STEP 18

Select connect under the gmail tab



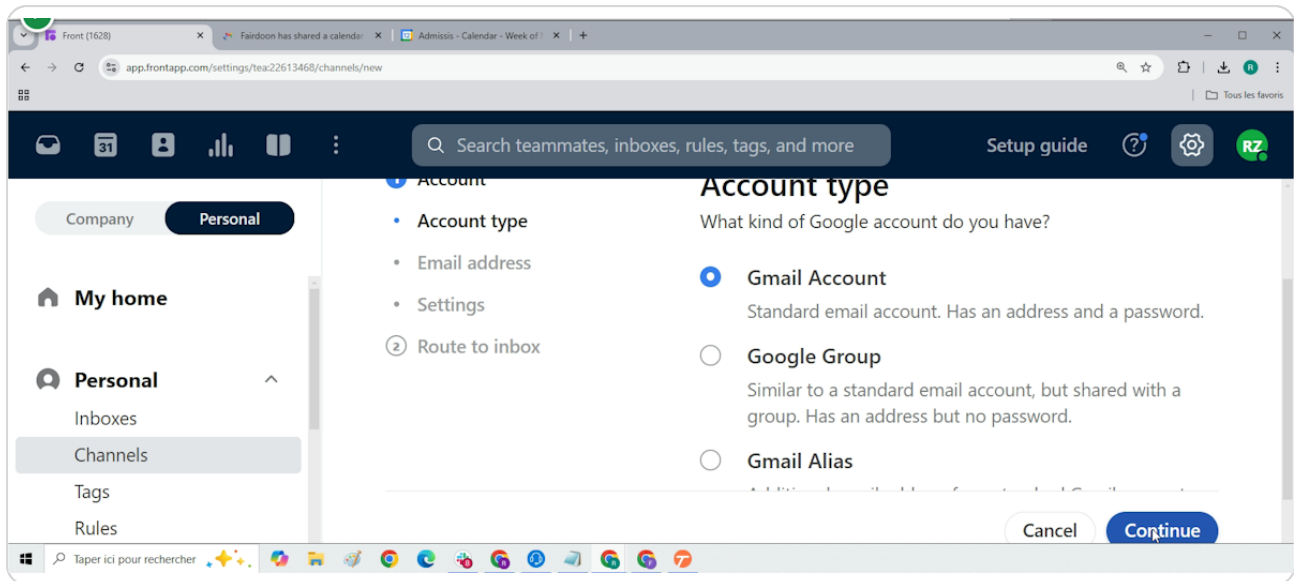
STEP 19

Click here



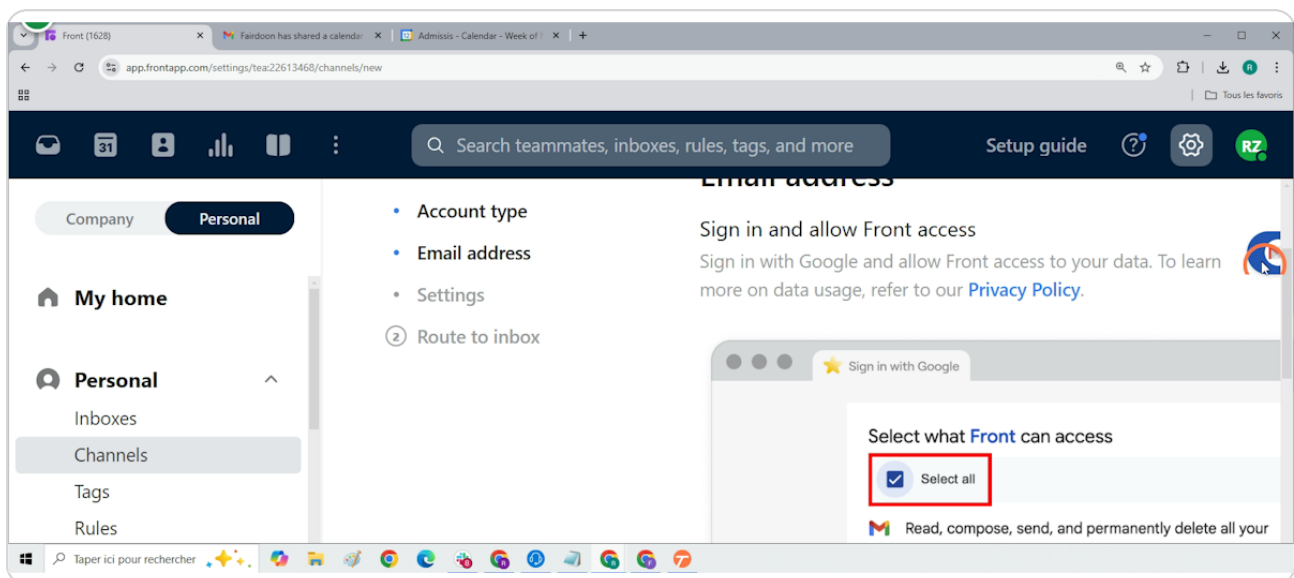
STEP 20

Click continue



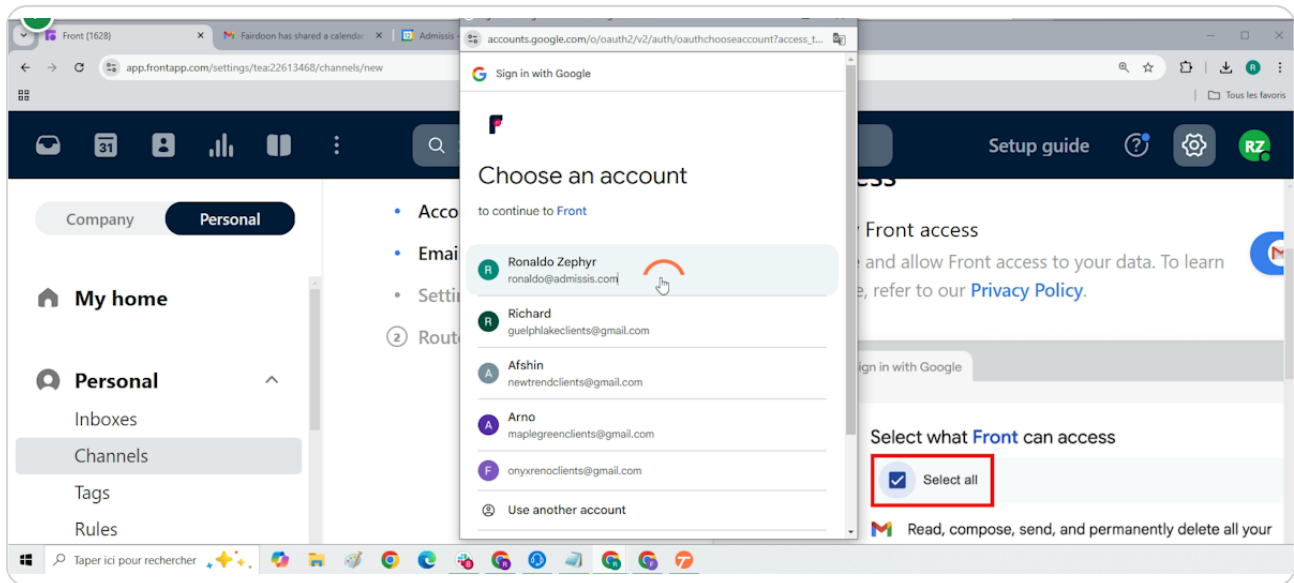
STEP 21

Click select all



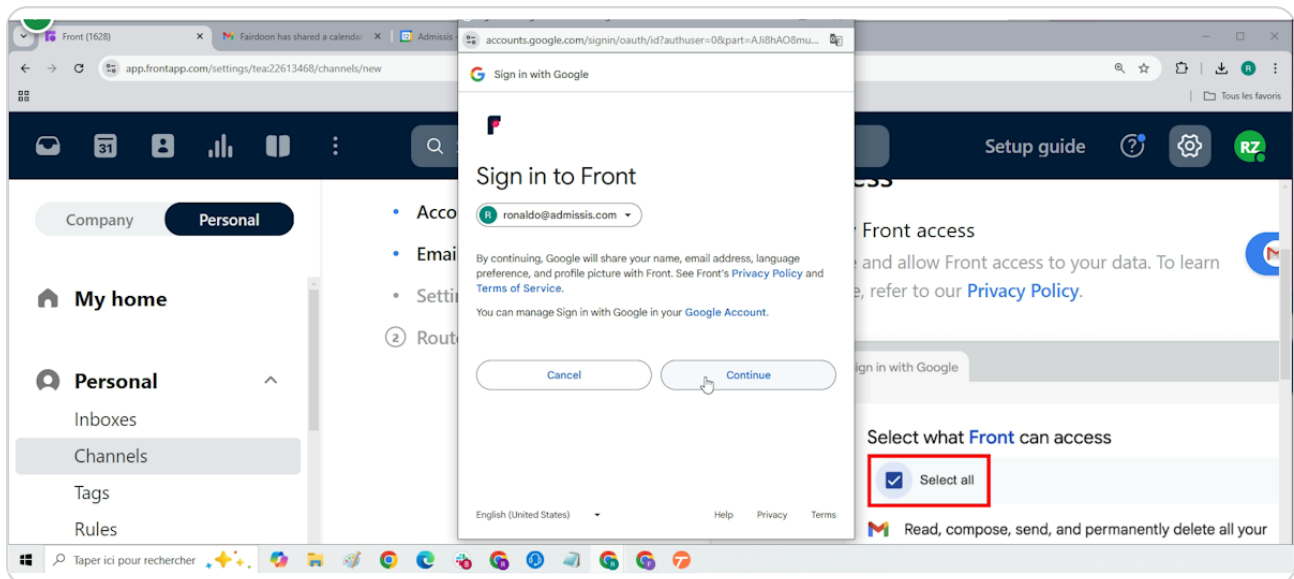
STEP 22

select your professional email



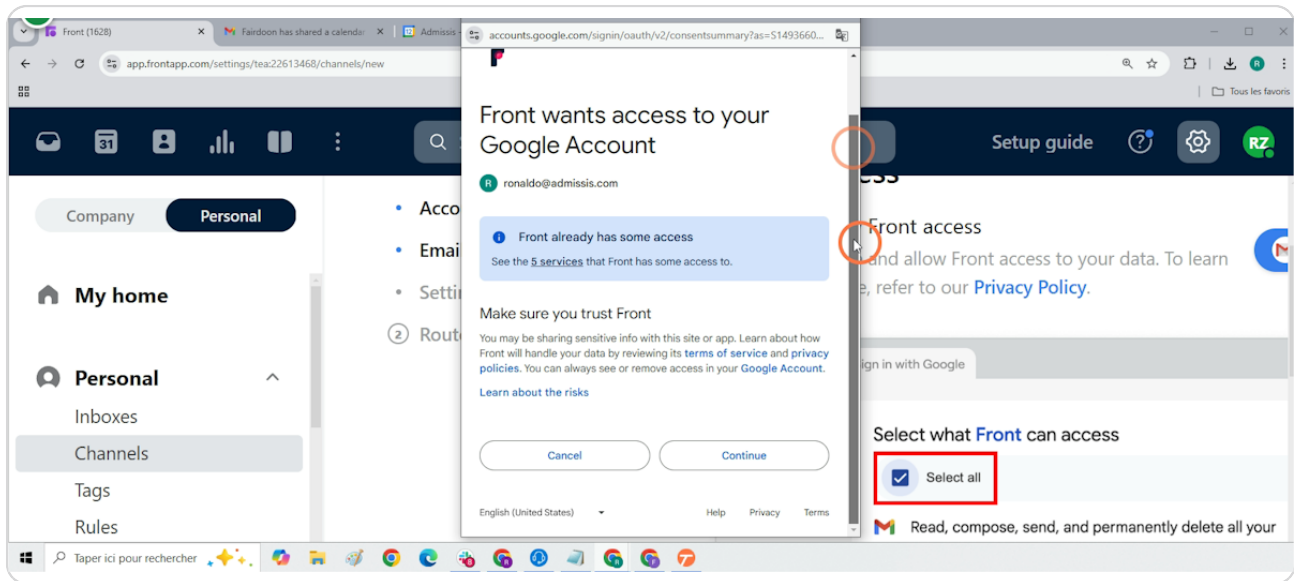
STEP 23

Click continue



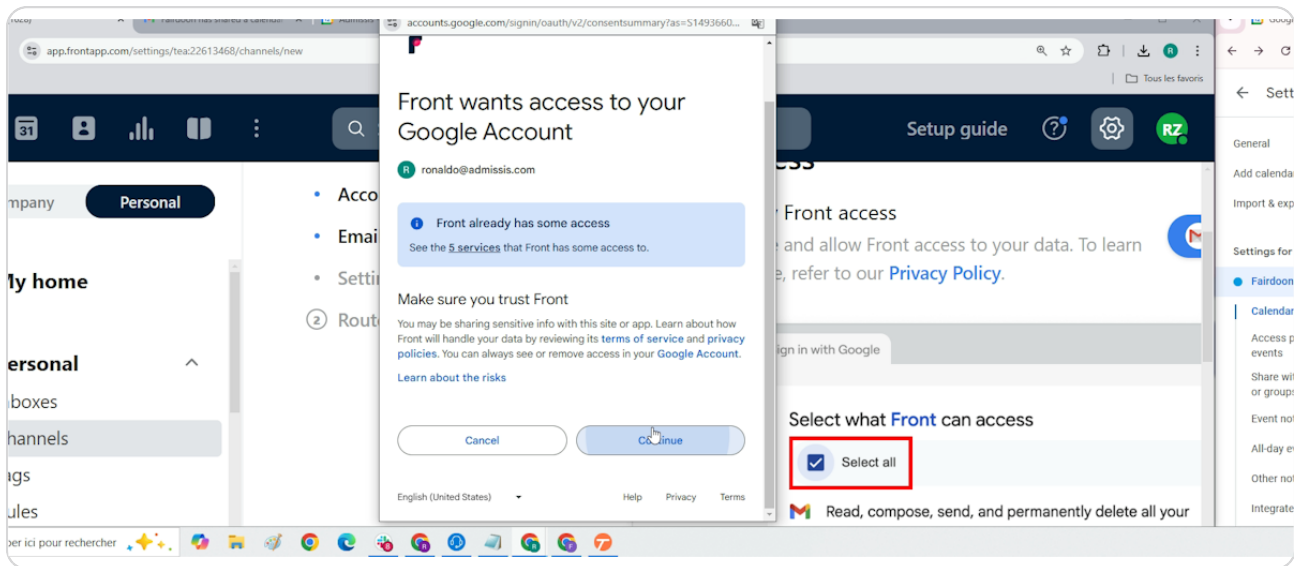
STEP 24

Drag to highlighter



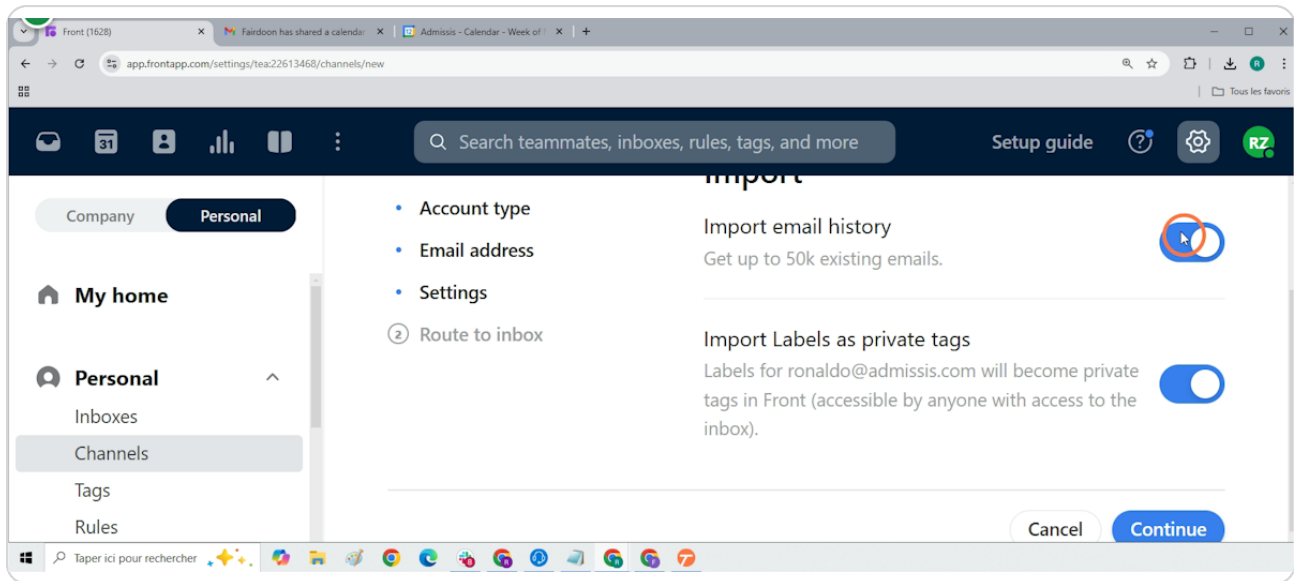
STEP 25

Click continue



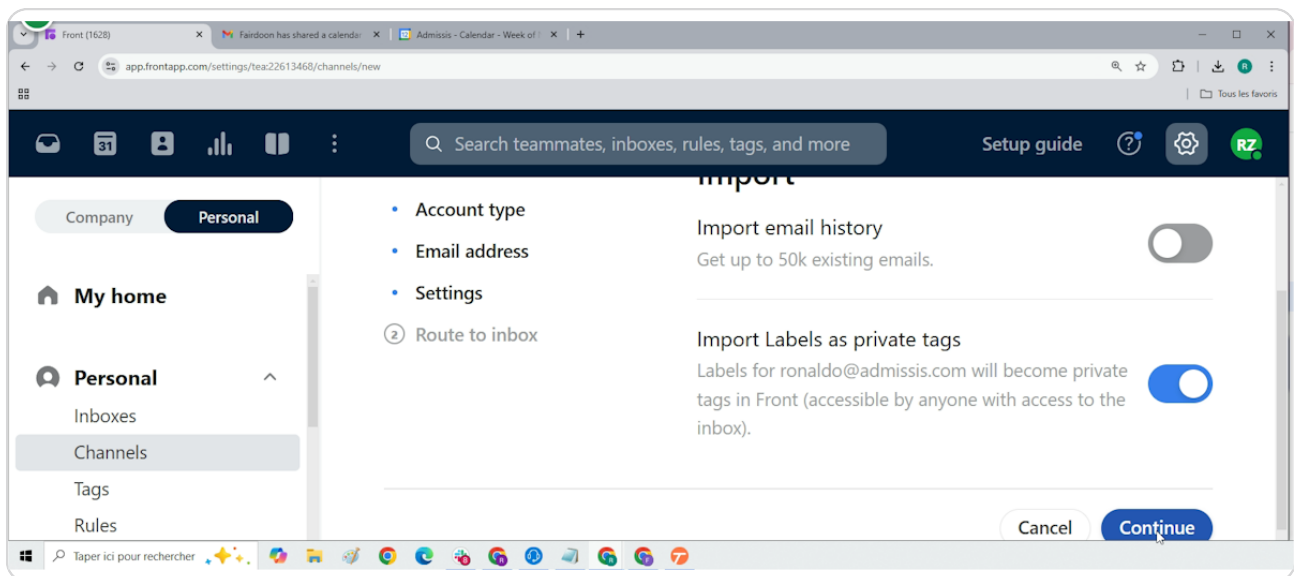
STEP 26

unselect the import email history



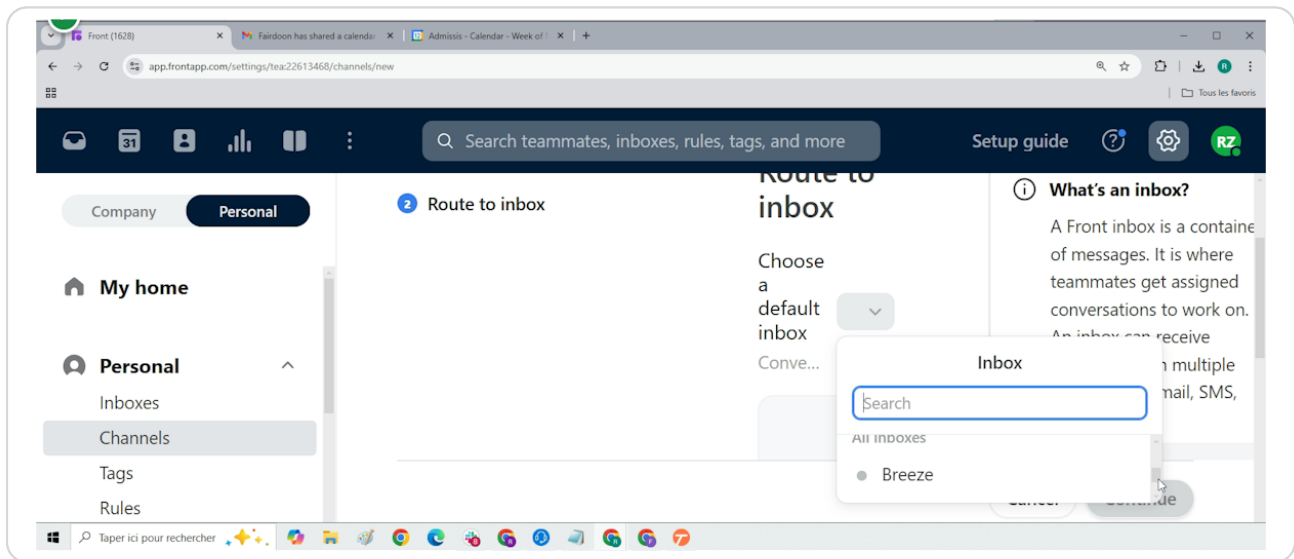
STEP 27

Click continue



STEP 28

Select your default inbox for the channel

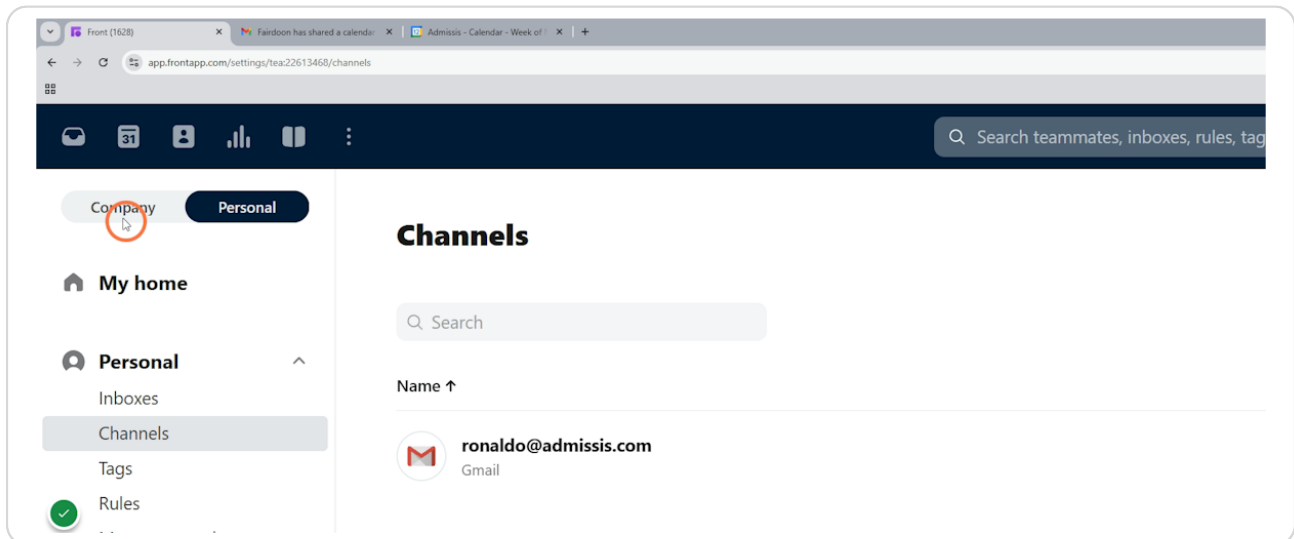


STEP 29

Continue

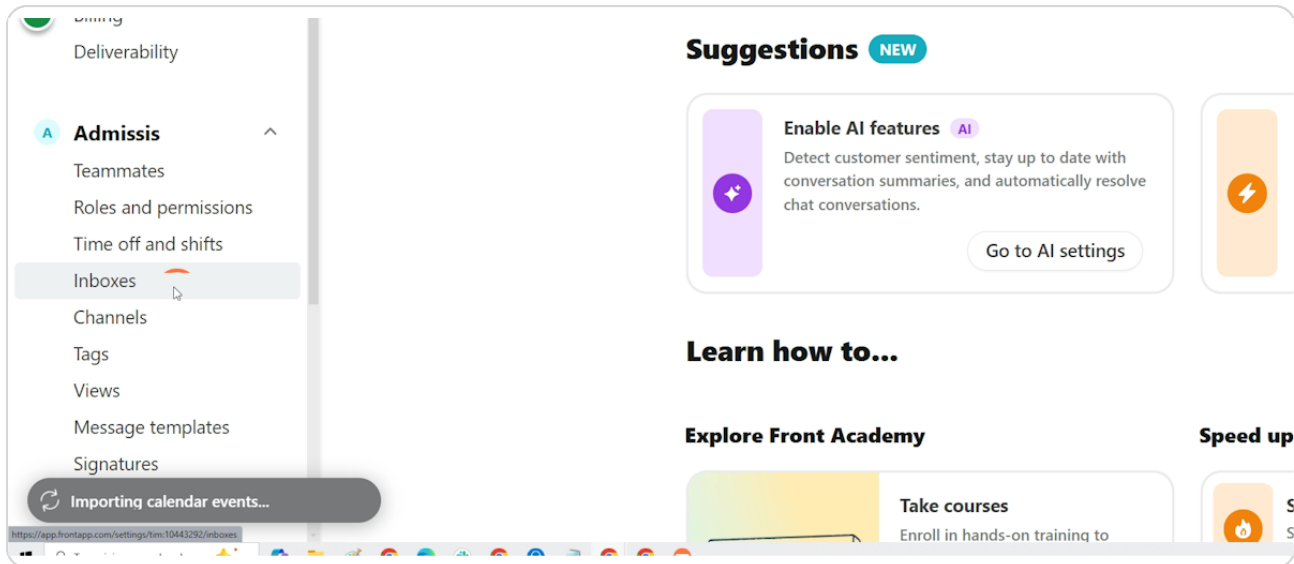
STEP 30

We will now add the email to the shared inbox by going in the company tab



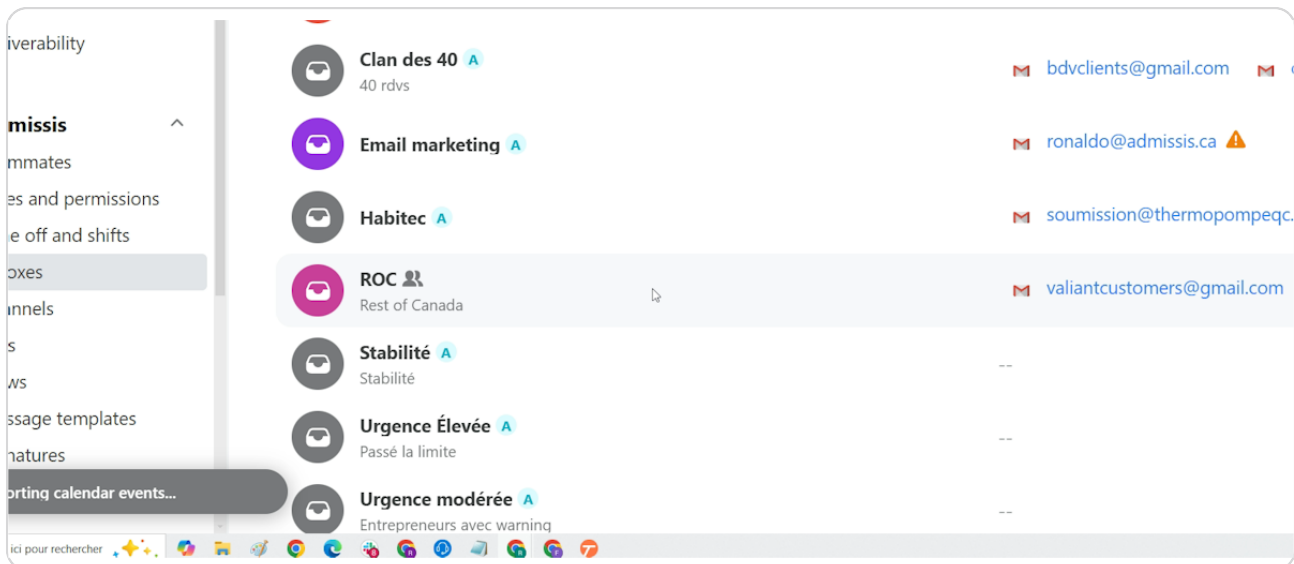
STEP 31

Click inboxes



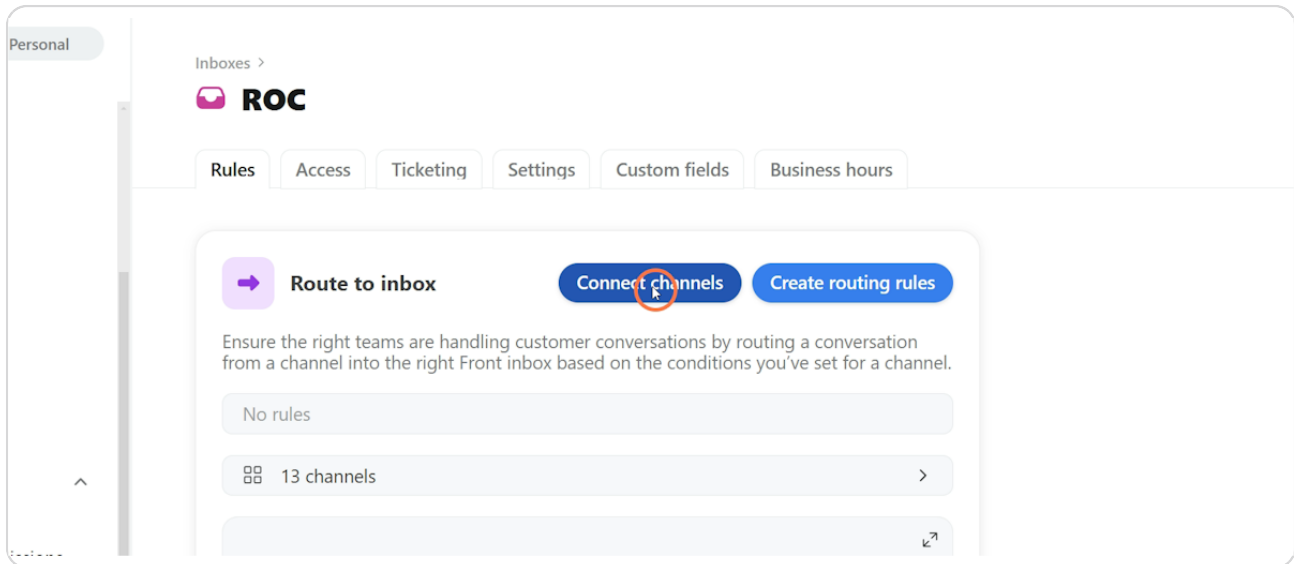
STEP 32

Select the appropriate inbox



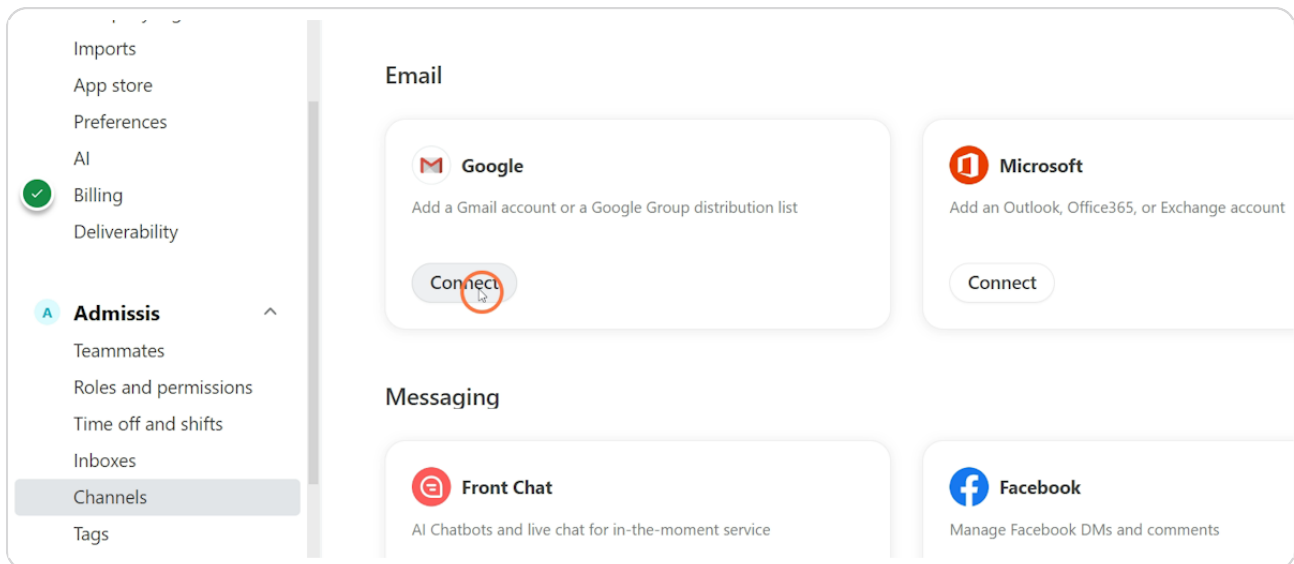
STEP 33

Click connect a channel



STEP 34

Click connect



STEP 35

Click here

Company

Personal

Company rules

Custom fields

Company tags

Imports

App store

Preferences

AI

Billing

Deliverability

Admissis

Teammates

Channels >

Connect a channel

1 Account

Account type

Email address

2 Route to inbox

Account type

What kind of Google account do you have?

☒ Gmail Account

Standard email account. Has an address and a password.

☐ Google Group

Similar to a standard email account, but shared with a group. Has an address

☐ Gmail Alias

Additional email address for a standard Gmail account or Google Group.

STEP 36

Click Continue

oup.

Cancel

Continue

11:11
2024-11-12

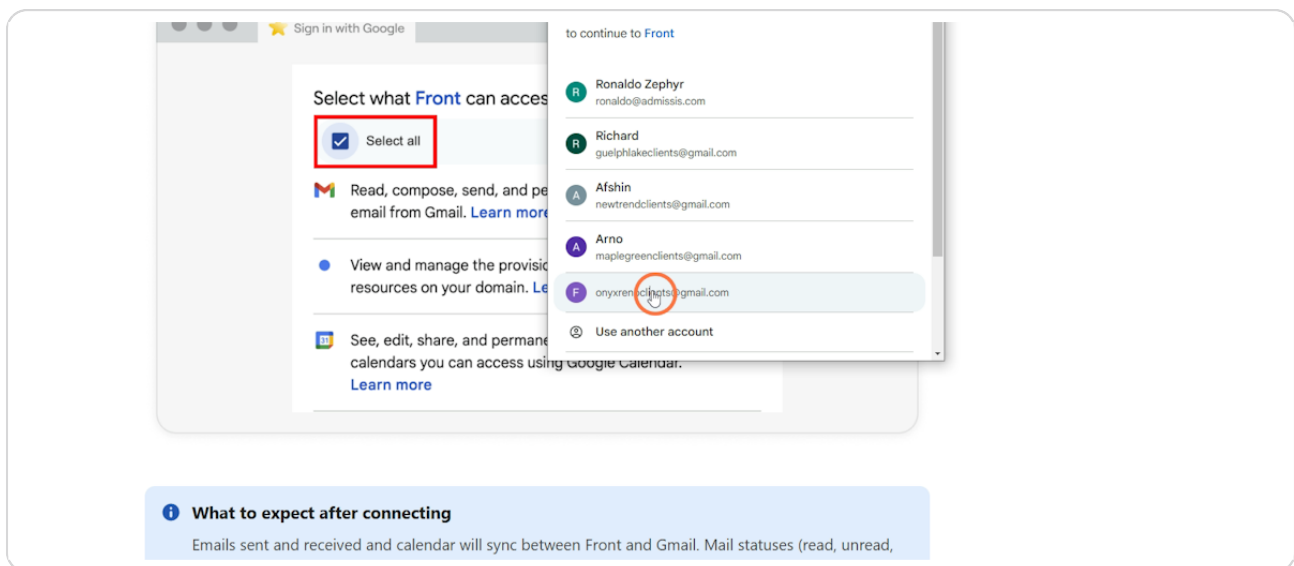
STEP 37

Click here



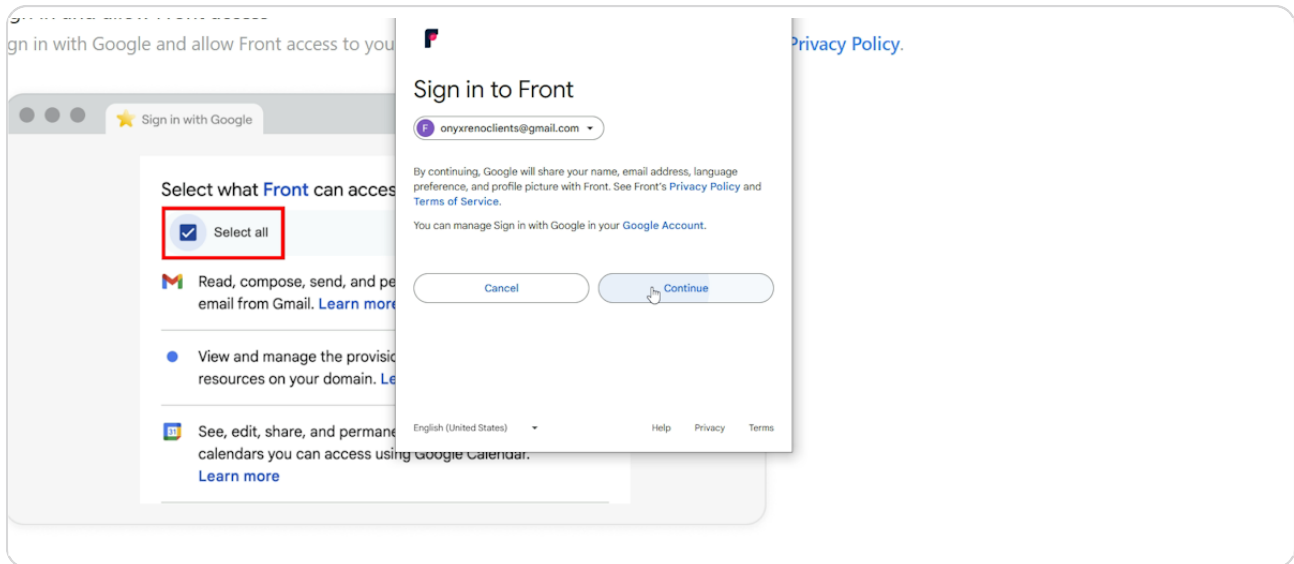
STEP 38

Click Select all



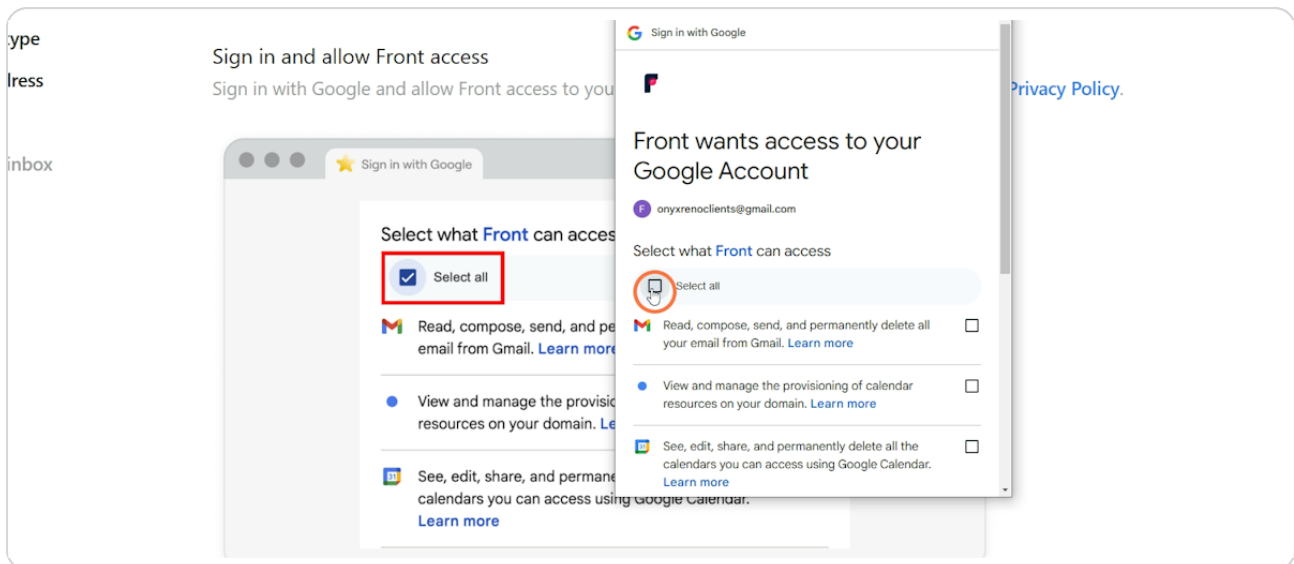
STEP 39

Click Continue



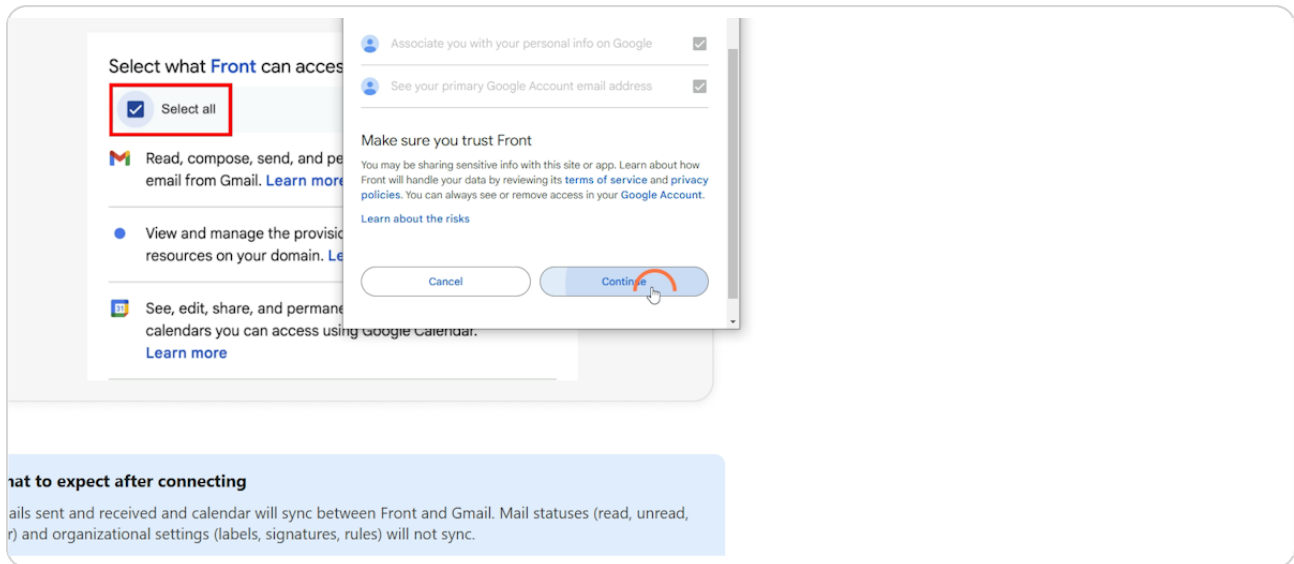
STEP 40

Click select all



STEP 41

Click Continue



Select what Front can access

- ☒ Select all
- Read, compose, send, and receive email from Gmail. [Learn more](#)
- View and manage the provided resources on your domain. [Learn more](#)
- See, edit, share, and manage calendars you can access using Google Calendar. [Learn more](#)

Associate you with your personal info on Google ☒

See your primary Google Account email address ☒

Make sure you trust Front

You may be sharing sensitive info with this site or app. Learn about how Front 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](#)

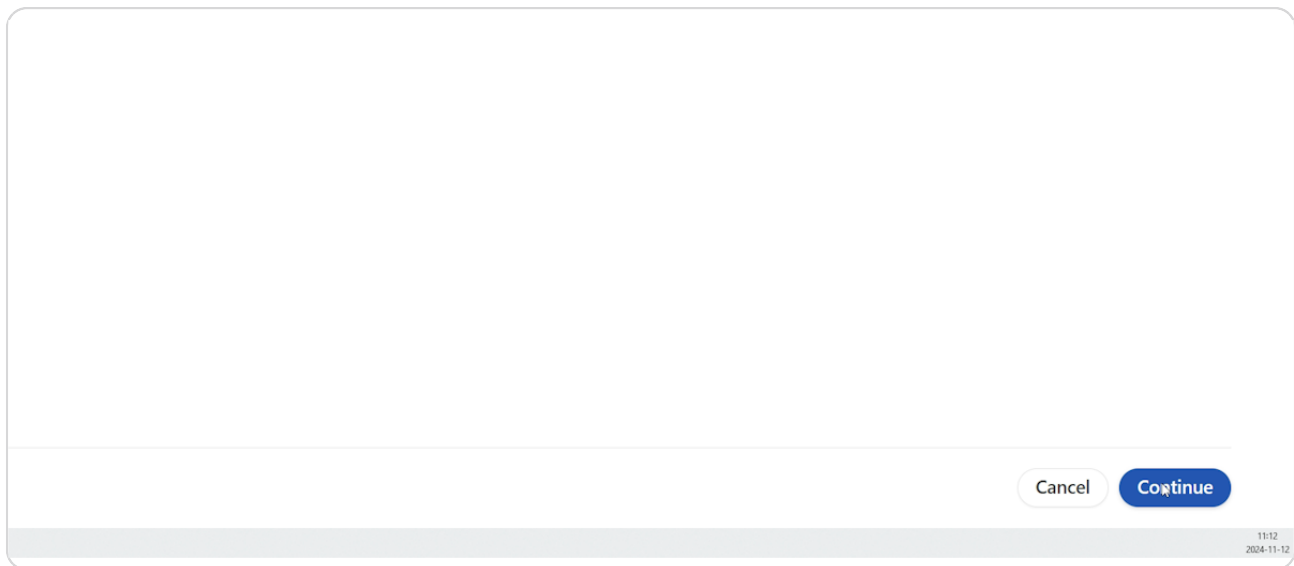
[Cancel](#) [Continue](#)

What to expect after connecting

Messages sent and received and calendar will sync between Front and Gmail. Mail statuses (read, unread, etc.) and organizational settings (labels, signatures, rules) will not sync.

STEP 42

Click Continue



[Cancel](#) [Continue](#)

11:12
2024-11-12

STEP 43

Make sure email is linked to the right channel

