

Refreshing your Google Calendar Sync

- Step 1 – Remove the sync(s) from your WCM site
 - In Site Manager, navigate to your WCM Calendar that is synced with a Google calendar.
 - Select App Options
 - Click the Remove button for paired calendar
 - When prompted, choose 'Remove the Google Calendar Synced events' - *This prevents events from being duplicated.*
 - Save
 - **Repeat these steps for all WCM calendars that are synced to a Google calendar via your Google account**
- Step 2 – Revoke permission for WCM from your Google account
 - Navigate to <https://myaccount.google.com> and enter credentials if needed
 - Select Sign-in & Security
 - Select 'Apps with Account Access'
 - Select 'Manage Apps'
 - Here you will see a list of apps you authorized Google to sync with your account. Select 'Web Community Manager'
 - If you don't see 'Web Community Manager' listed, proceed to Step 3.
 - Once the card opens click the **Remove Access** button
 - Confirm you would like to Remove Access by clicking **Ok**
 - **NEW STEP – Log out of your Google Account.**
- Step 3 – Resync the WCM calendars
 - Navigate back to the WCM calendar you would like to sync with your Google account
 - Select options
 - Check the Google Calendar integration box
 - Choose "Sync One Way" or "Sync Both Ways"
 - Click Connect
 - **NEW STEP – Sign into the appropriate Google account (this will only need to be done one time)**
 - Allow Blackboard/Schoolwires to manage calendars
 - *Note: It is important to complete the next steps prior to your token expiring. Tokens generally expire within 15-30 minutes.
 - Select the appropriate Google Calendar you would like to sync your WCM Calendar to.
 - Select Save
 - Resync the other calendars that were un-synced in Step 1.