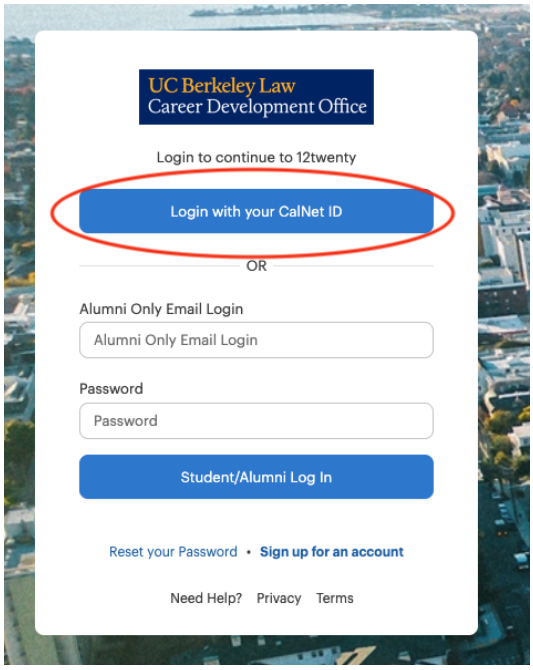
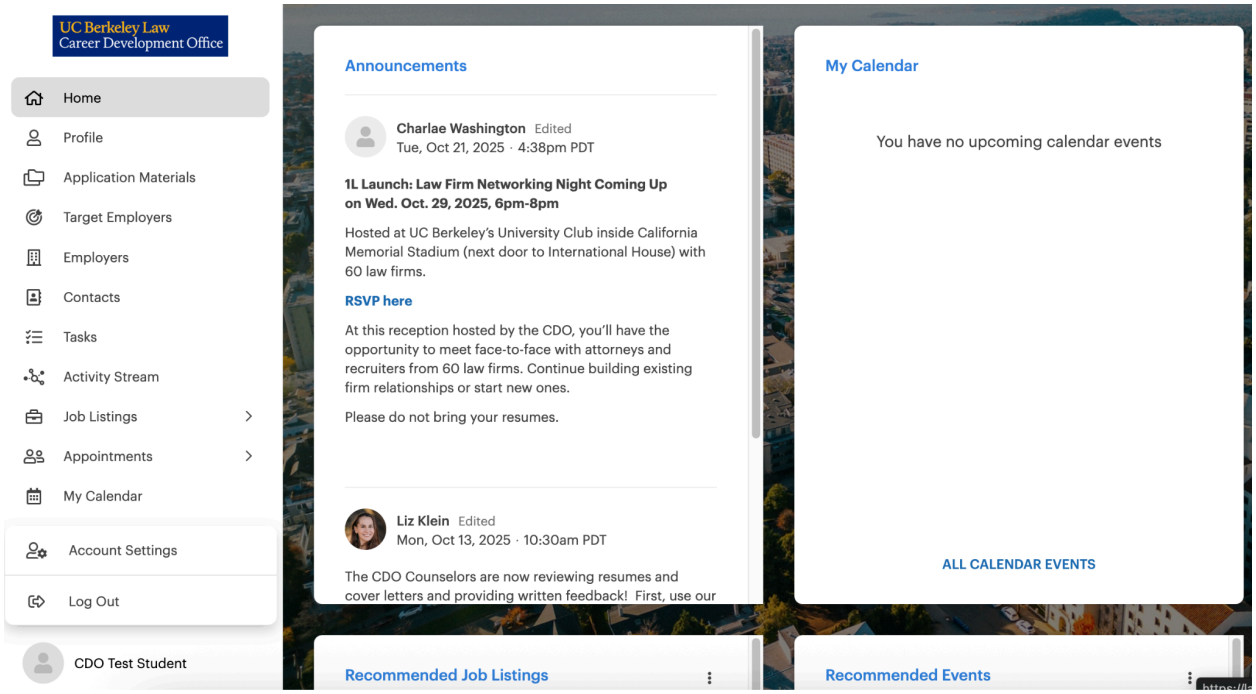
UC Berkeley Law Career Development Office

Syncing Your Calendar on 12twenty

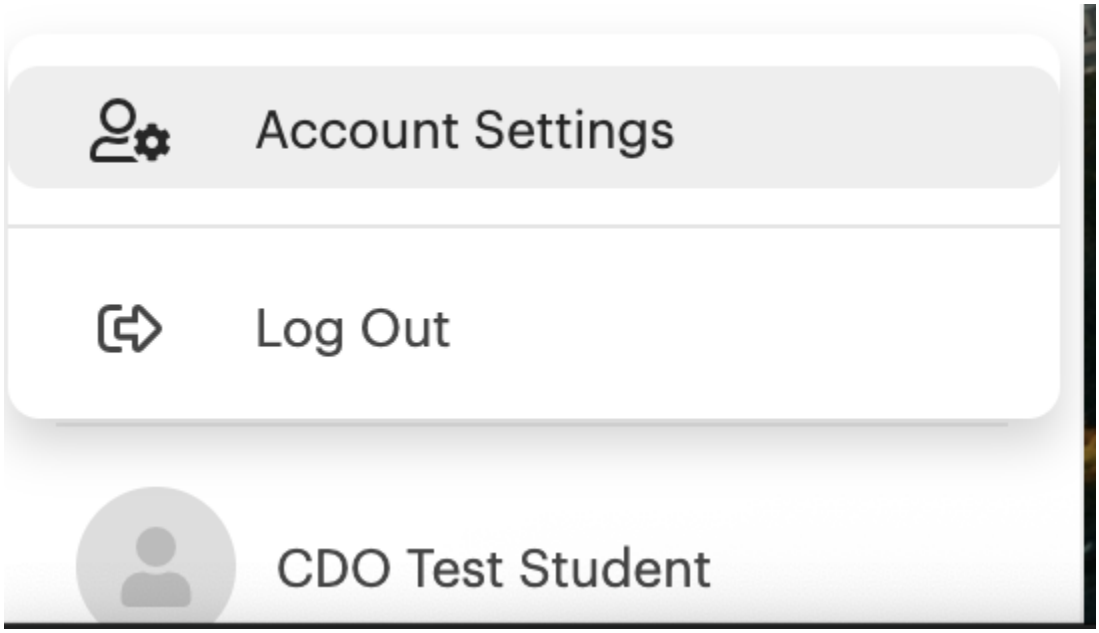
First, log into 12twenty using your CalNet ID if you are a current student.



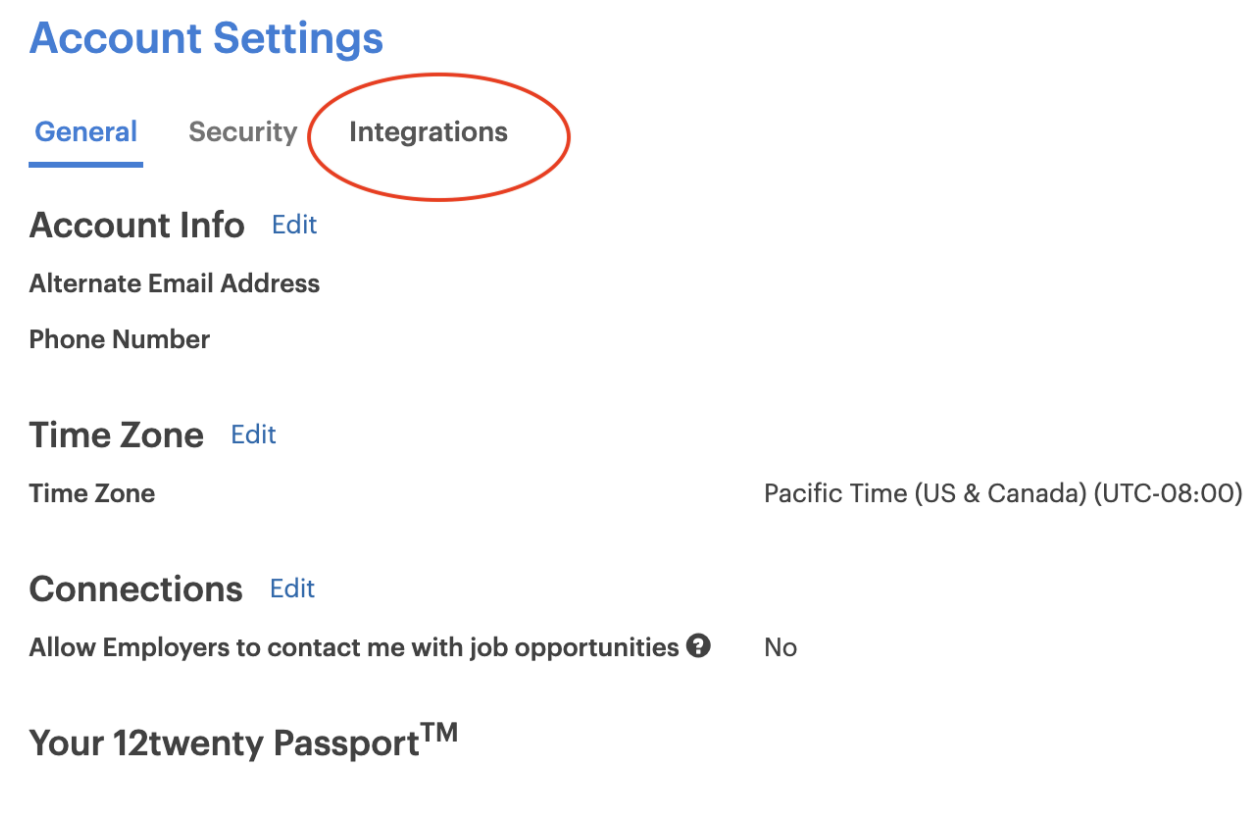
After you log in, you will see your home page:



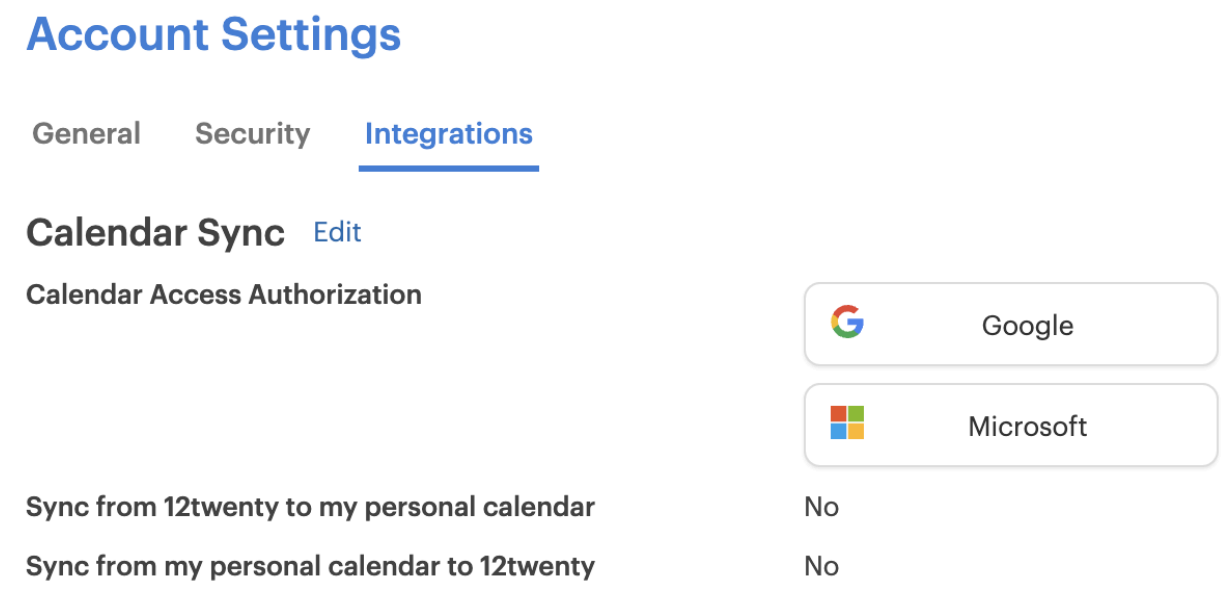
Navigate to the very bottom left hand side of the home page to your name (in this example, the name on the account is "CDO Test Student". **Click your name, and then click "Account Settings."**



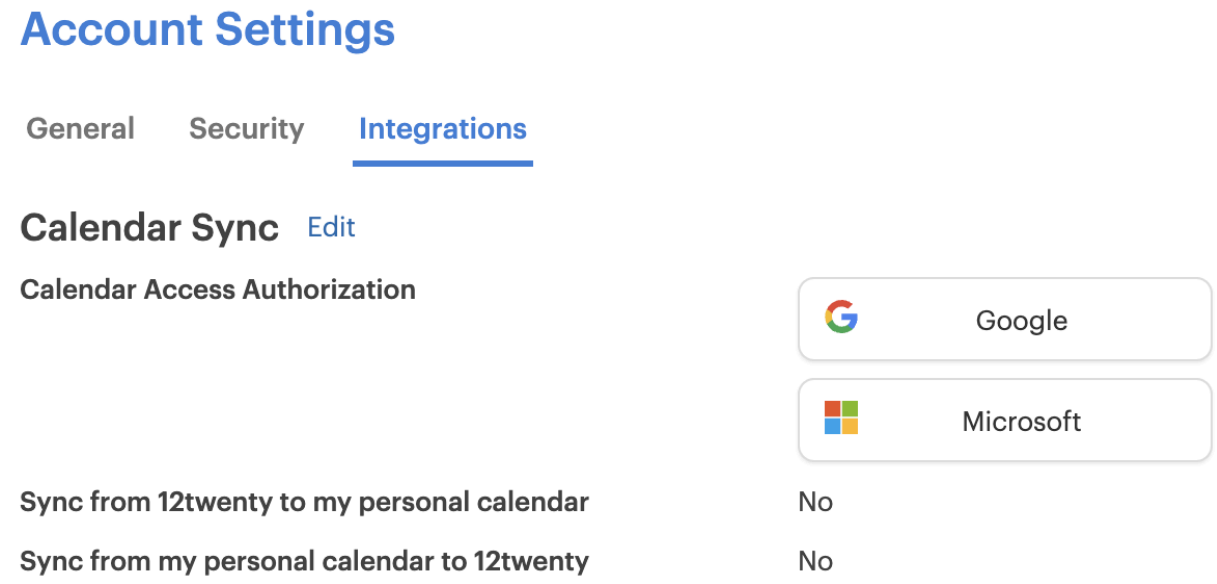
You will then be brought to the Account Settings page, where you will click on "Integrations".



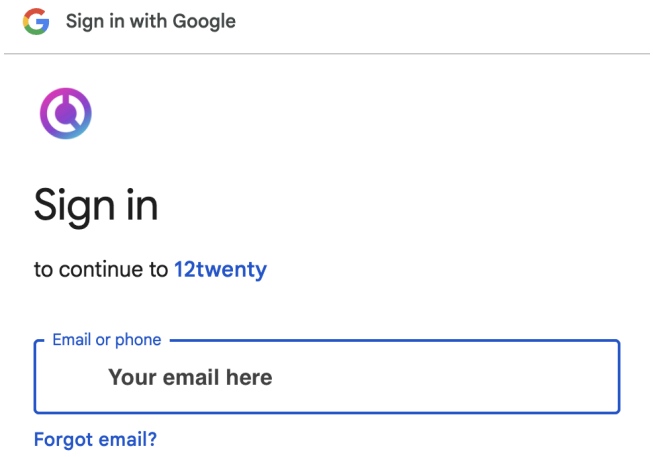
Under “Integrations”, you will see your current calendar sync settings. If you have not synced your calendar with 12twenty yet, your settings will look like this:



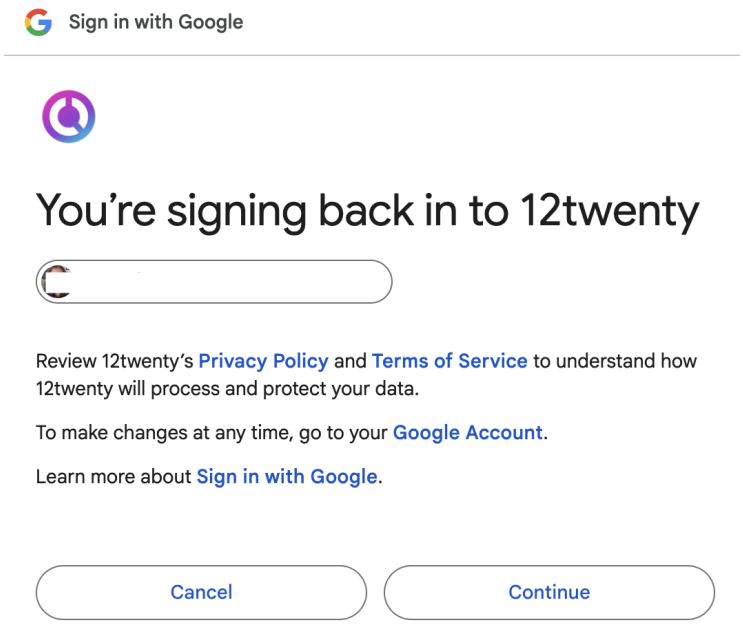
To sync your calendar, click either Google or Microsoft and follow the prompts to log into your account. These are the steps for a Google calendar:



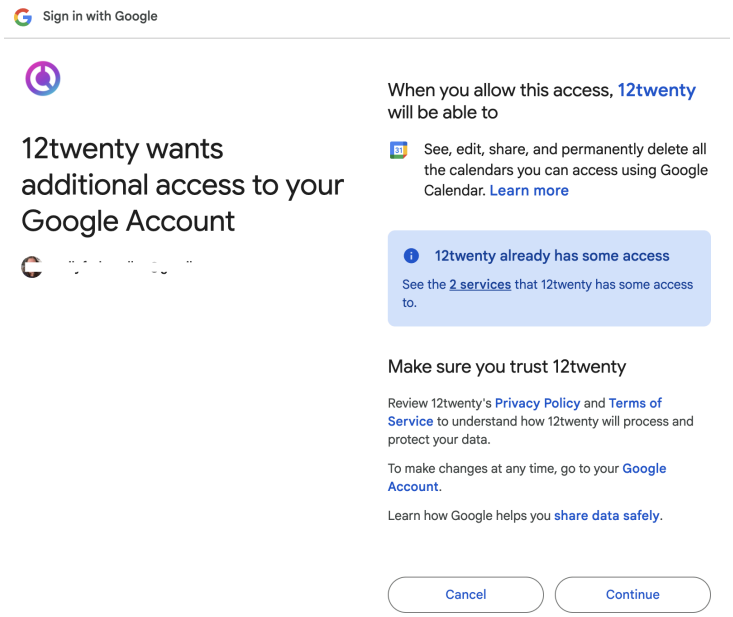
Click “Google”. Enter your email address, then your password when prompted:



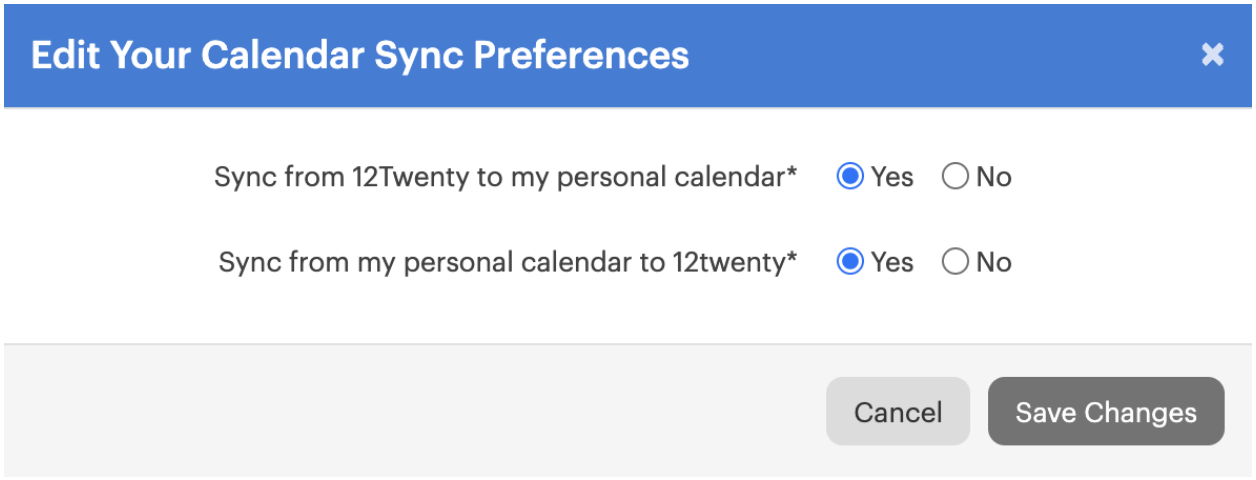
Click “Continue”:



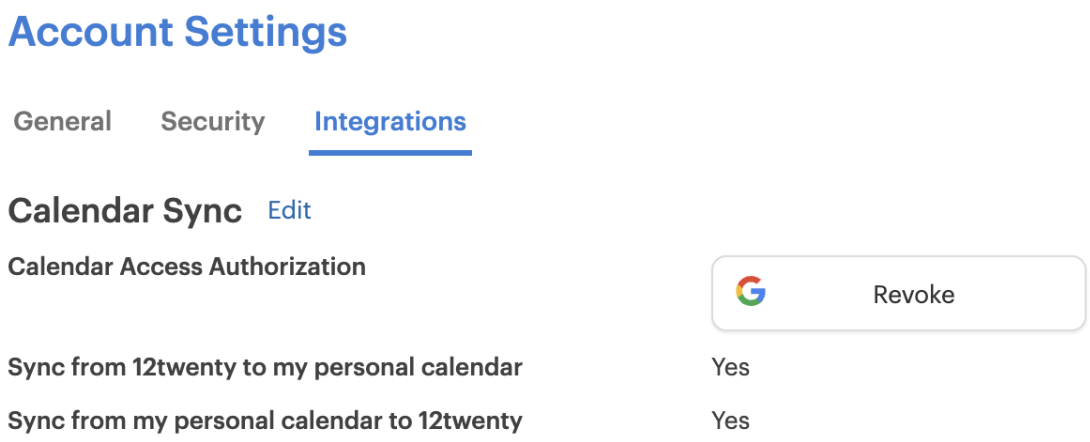
Click “Continue” again:



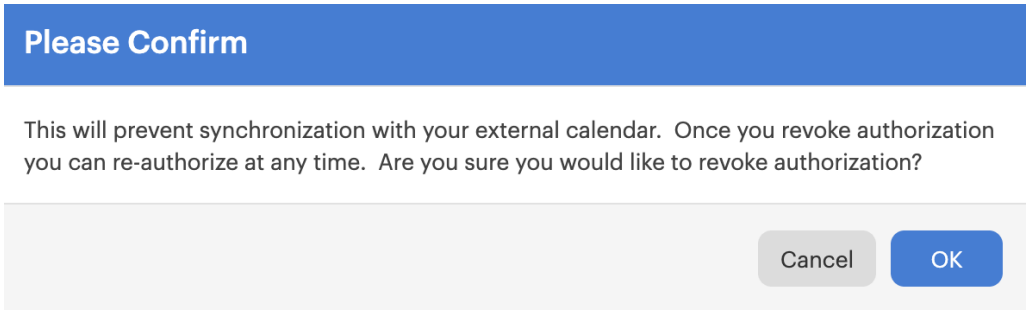
A window will now pop up asking how you’d like to sync your calendar. You can select a one-way sync, where one of your calendar’s events appears on the other calendar but not vice versa, or a two-way sync, where both calendars’ events appear on both calendars. **We recommend at least selecting “Yes” next to “Sync from 12twenty to my personal calendar**”, to ensure that your appointments scheduled on 12twenty appear on your personal calendar.



After you've successfully completed the calendar sync, your settings will look like this, with at least one "Yes" indicated below. You will only see the first "Yes" if you only selected "Yes" for the first sync option above. Because I selected "Yes" for both, I see two "Yes"es in my settings.



At any time, you can turn off calendar sync by selecting "Revoke". When you click "Revoke", you will see this window. Click "OK", and your calendar sync will be turned off.



Follow the steps from the beginning of this guide at any time to re-sync your calendar.