

# Configuring a Google Calendar for Use in Confluence

Requires

CALENDAR  
INTEGRATIONS

# Configuring a Google Calendar for Use in Confluence

## Prompt

Learn how to use Google Console to set up a service account connection to a Calendar.

## Outcome

After [installing Brikit Calendar Integrations](#), the next step is to prepare your Google Calendar so that it can be accessed by the app within Confluence. This means creating a project within the Google Cloud Platform (AKA Google Console) and setting up a service account that may access your calendar. Brikit Calendar Integrations then uses this service account to read and display calendar events.

## Steps

### Enable sharing in Google Workspace

If your Calendar is managed using a Google Workspace account (like most corporations using G-Suite), then turn on "external sharing" as described below. If you are connecting a personal Google Calendar or a Calendar outside of a Google Workspace account, then you may skip this step.

- Go to <https://admin.google.com>
- Navigate to **Apps > G Suite > Calendar > Sharing Settings**
  - Set "External sharing options for primary calendars" to the "Share all information, but outsiders cannot change calendars" option
- Navigate to **Apps > G Suite > Calendar > General Settings**
  - Set "External sharing options for secondary calendars" to the "Share all information, but outsiders cannot change calendars" option

### Create a project in Google Cloud Platform

Google Cloud Platform (AKA Google Console) is the interface used to control how apps connect to, and interact with, your Google tools, including Google Calendar. Here you will create a project and configure it to use the Google Calendar API.

- Go to <https://console.cloud.google.com/> and log-in using the Google account associate with the Calendar that you'd like to connect to Confluence.
- Create a new project called "Brikit Google Calendars"
- Select the existing/default Organization and Location of this account. (Or, if none are associated, select "No organization")
- Upon creation, click the prompt to visit the Project Page
- In the left side-menu, navigate to **APIs & Services > Library**
- Search for "Google Calendar API" and then click to select it from the results
- Click "Enable"

### Add service account credentials to your project

A credential is the identification used to access your Google Calendar. It requires creating an auto-generated email account, called a "service account" that can "login" to your Calendar to read event data. Brikit will ultimate use this service account email address to do just that.

- While still in the Google Cloud Platform, navigate to **APIs & Services > Credentials** in the left side-menu
- Click + **Create Credentials** and select "Service Account" from the list
- Enter the following information:
  - Service account name: "Brikit Google Calendars"
  - Service account ID: (this will be auto-generated)
  - Service account description: "Service account to connect to Brikit Google Calendars for Confluence."
- Click "Create and Continue"
- In the "Role" drop-down, select "Owner" and then click "Continue"
- Skip the next fields and click "Done"

### Generate the key

In addition to the service account email address (ID), Brikit requires a key to access the calendar. The steps below describe how to generate and download the key (as a JSON file).

- On the credentials page, under the heading "Service Accounts" click on the service account email you just created
- On the "Service Account Details" page that opened, click on the "Keys" tab towards the top of the page
- On the page that opens, click the **Add key** button and select "Create new key"
- Select "JSON" and click "Create"
- A JSON file will automatically download to your computer. Save this in a place where you can access it later.

### Enable domain-wide delegation

- While on the "Service Account Details" page, scroll down and expand the "Show Domain-Wide Delegation" options
- Check the box "Enable Google Workspace Domain-wide Delegation"
- Under this box, enter the following details:
  - For "Product name for the consent screen", enter "Brikit Google Calendars"

- Ensure that the email address associated with the Google Calendar will be automatically shown for the "Email address" field.
- Click Save.

### Finally, share your Calendar with this Service Account

- Go to <https://calendar.google.com> and log in using the same account as in step 2 above.
- Navigate to **Settings > Settings for my calendars** and click on your Calendar name
- Scroll down the page to "Share with specific people" and click + `Add people`
- Enter the new Service account ID email address. (e.g. [brik-it-google-calendars@crazy-chickens-123456.iam.gserviceaccount.com](mailto:brik-it-google-calendars@crazy-chickens-123456.iam.gserviceaccount.com))
- Select "See all event details"
- Click Send

## Note

### Tip



Great! You are now ready to head into Confluence and connect this calendar.

**Next step:** head to [Setting up a Google Calendar Integration](#) to display the calendar on your Confluence pages.

## Warning

### Info

### Related

- [Setting up a Google Calendar Integration](#)
- [Google Calendar Events Browser Macro](#)
- [Google Calendar Events Browser Macro Parameters and Key](#)