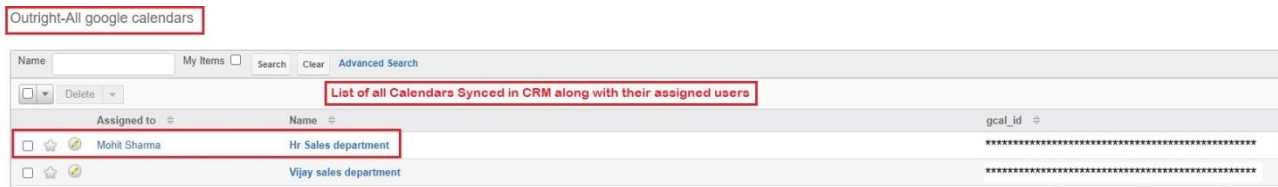SugarCRM Google Calendar Integration (Lite)
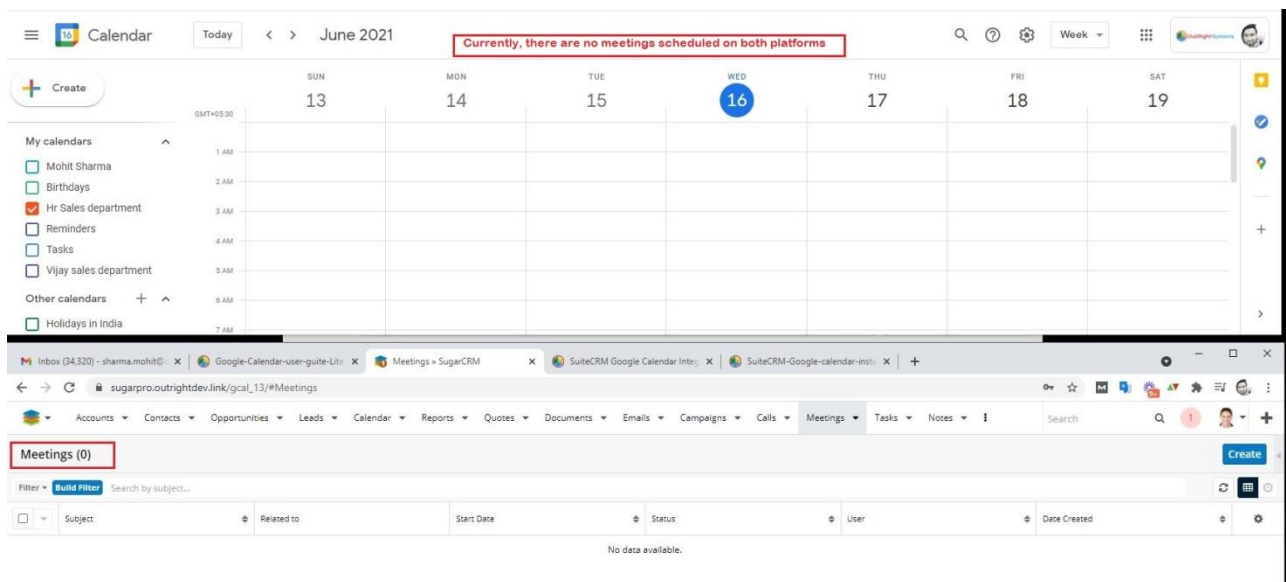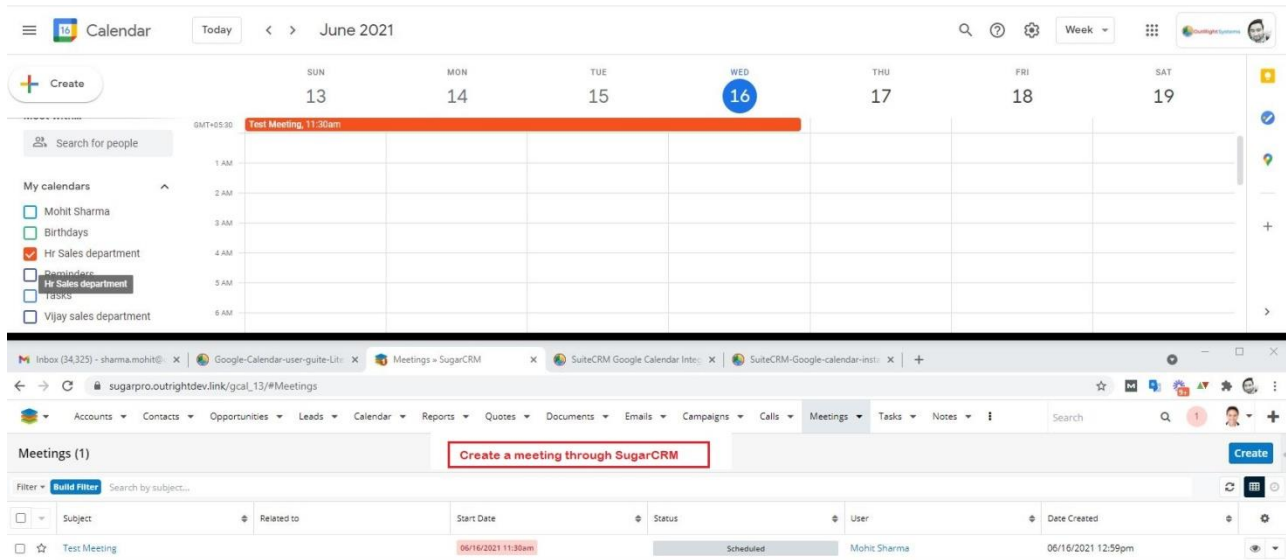
User Guide

User Guide:-

1. This is the list of all Calendars synced with SugarCRM. You can also see the users assigned to each calendar.
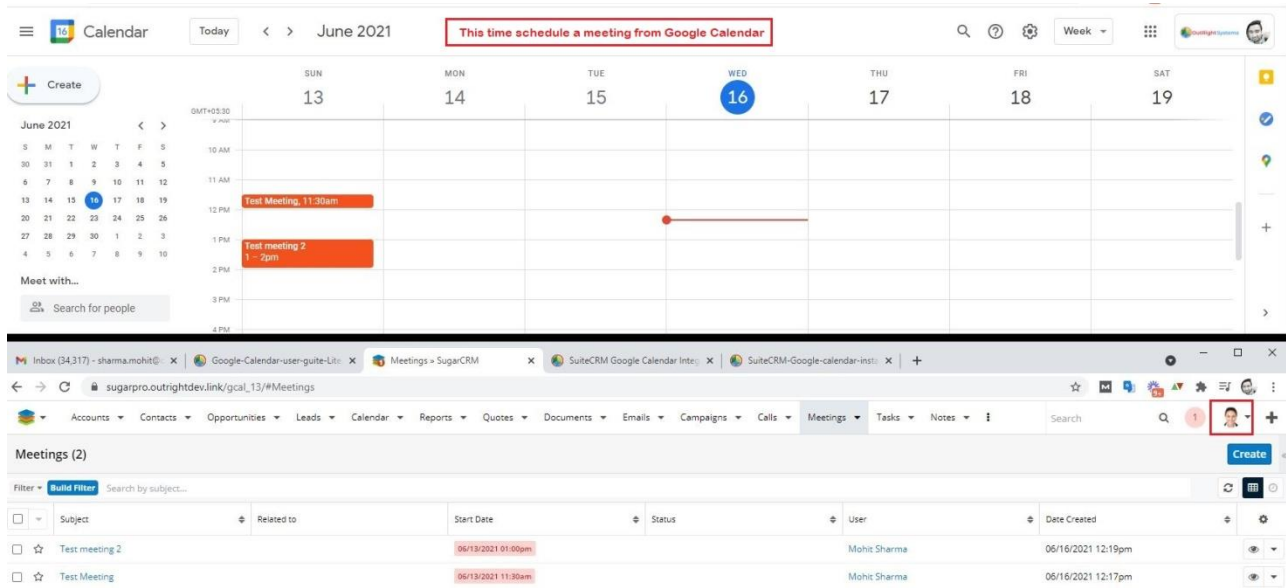

2. Right now there is no meeting in any of the platform.

3. Create a new meeting from SugarCRM. And it will automatically sync with Google Calendar in real time.
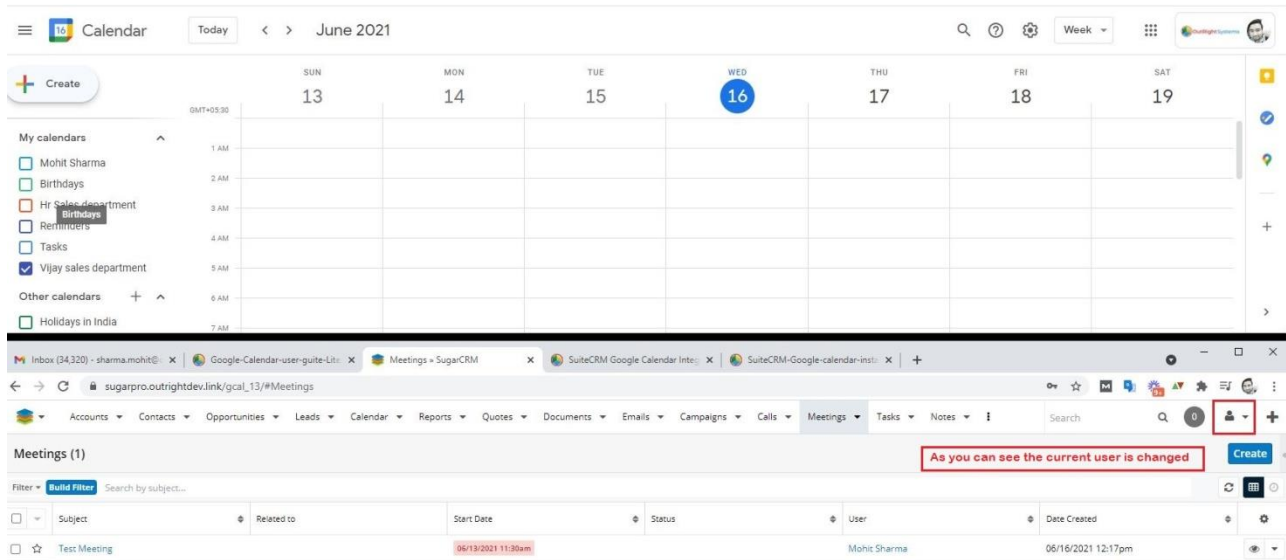
4. Now schedule a meeting from Google Calendar & it will reflect on SugarCRM instantly.
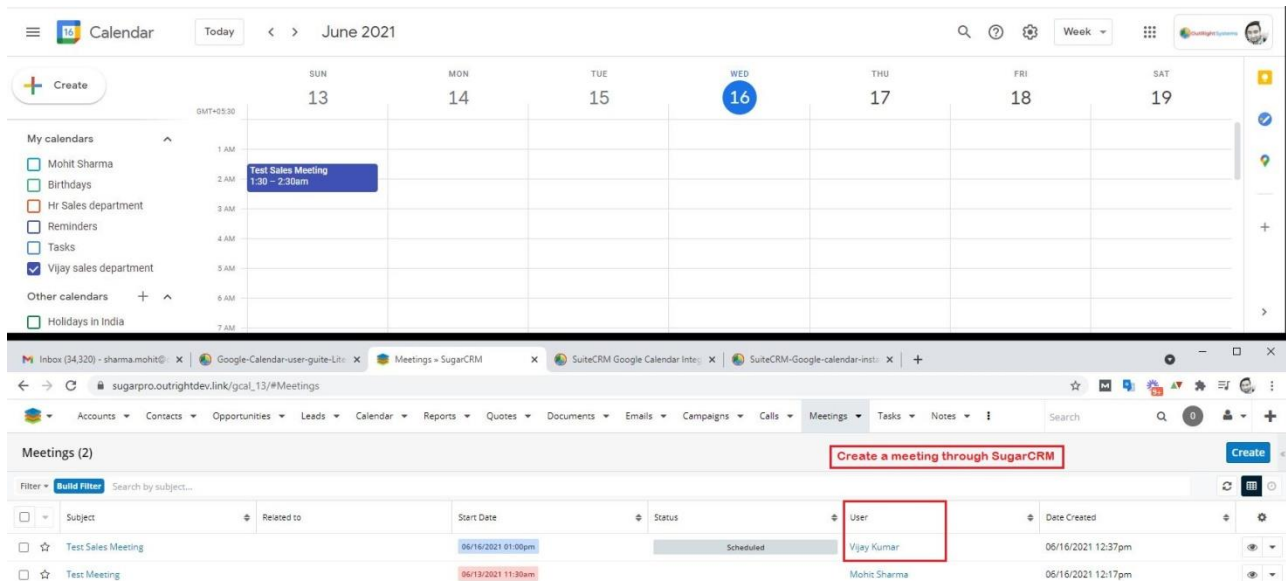

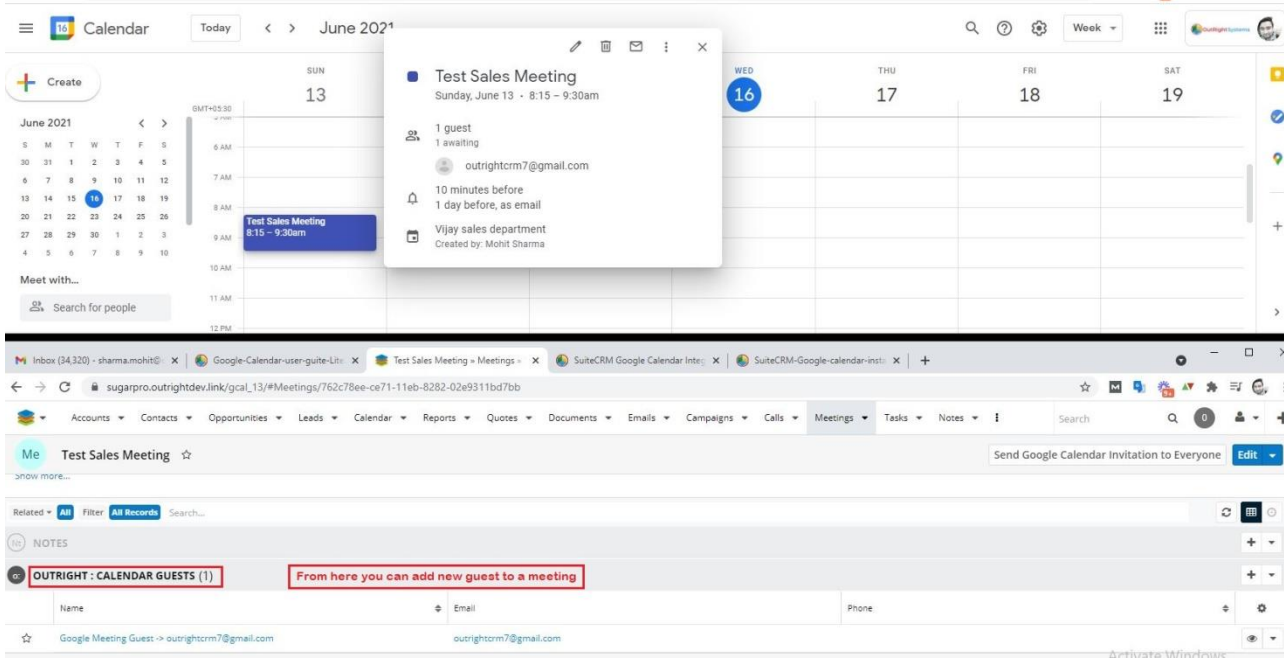5. Assign the second calendar to a different user.

6. At the top right corner, you will be able to see a different user
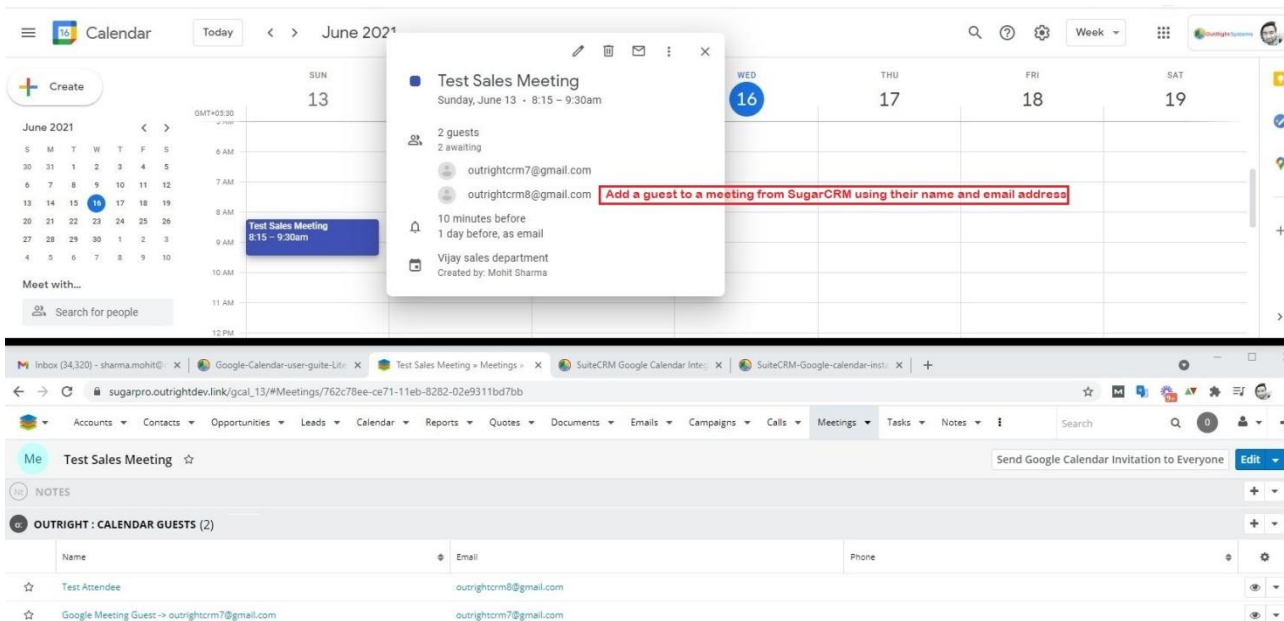

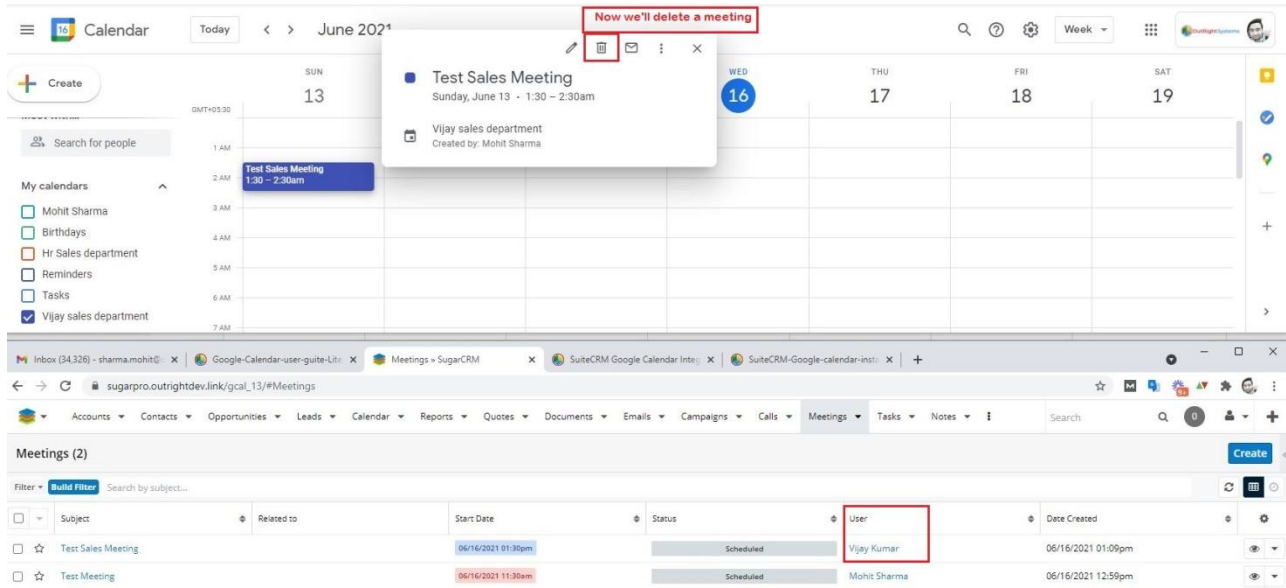7. Again create a meeting from SugarCRM.

8. If you want to add a guest that is not available in CRM records then you can add from here.

9. You just need to add the name and email address of the guest.

10.   You can also delete a meeting from any of the platform and it will update on other in real time.

11.   As said earlier the meeting is deleted from SugarCRM.