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Connect Google, Outlook, or iCloud Calendars in GLM

Laura Gibson - 2026-07-25 - [Calendars](#)

Connecting your calendar to **Gym Lead Machine (GLM)** keeps your schedule in sync across platforms, so bookings made in GLM and in your personal calendar stay up to date, and you avoid double bookings. This article walks you through connecting a Google, Outlook, or iCloud calendar and configuring how each one syncs.

What You Can Do

- Connect a Google, Outlook, or iCloud calendar to GLM
- Sync GLM bookings to your calendar and pull your calendar events into GLM
- Set a main calendar that GLM reads from and writes to
- Add conflict calendars to block your availability and prevent double bookings

How Calendar Syncing Works

GLM uses two roles for every connected calendar. The labels differ slightly depending on which calendar you connect, but the purpose is the same:

Role	Also called	What it does
Main calendar	Linked Calendar (Google), Primary Calendar (Outlook, iCloud)	The calendar GLM both reads from and writes new bookings to. Setting this up requires writer (read-and-write) access.
Conflict calendar	Conflict Calendar (Google), Check for Conflicts (Outlook, iCloud)	One or more calendars GLM reads to block your availability and prevent double bookings. You can add several.

Two-way synchronization means events created in either GLM or your connected calendar update in both places in real time. Your availability is blocked only when an event is marked **Busy**; events marked **Free** are still pulled into GLM but leave your availability open. You can add multiple conflict calendars to prevent overlapping bookings across different platforms.

Connect a Google Calendar

Connecting Google Calendar enables two-way syncing between GLM and your Google account.

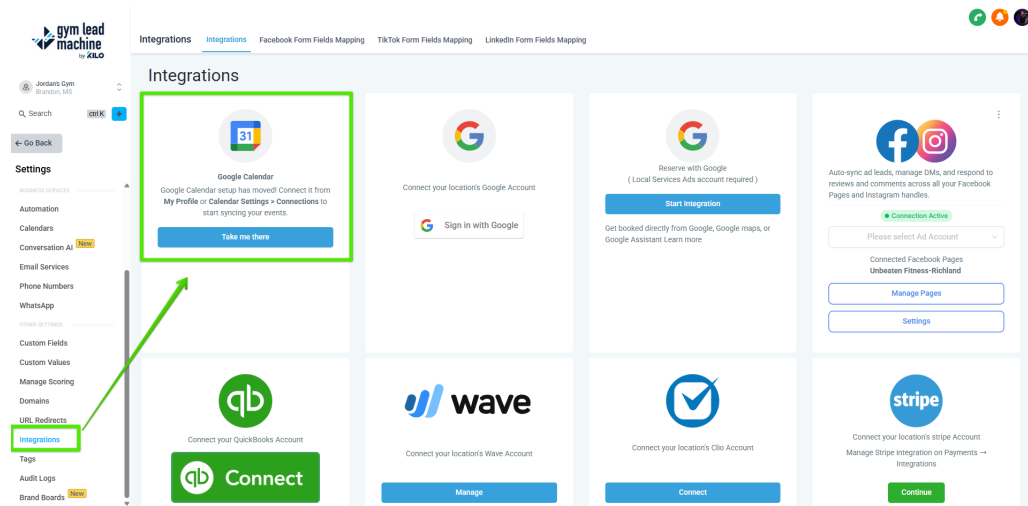
Before you start, make sure you have access to the Gmail account tied to the calendar, and decide which access level you need:

- **Writer access:** Required if you want GLM bookings added to your Google Calendar.
- **Read-only access:** Enough if you only want to pull Google Calendar events into GLM without writing

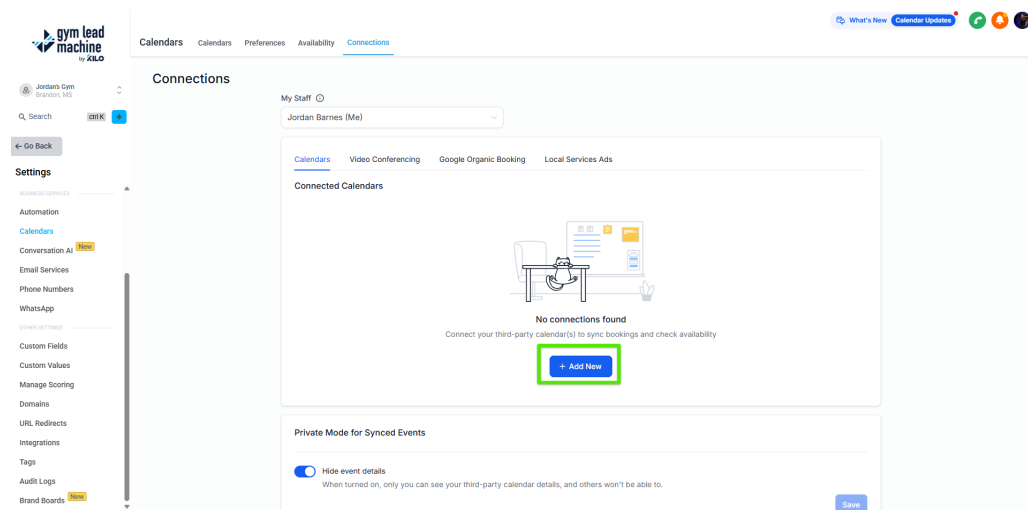
new ones.

Step 1: Connect your calendar

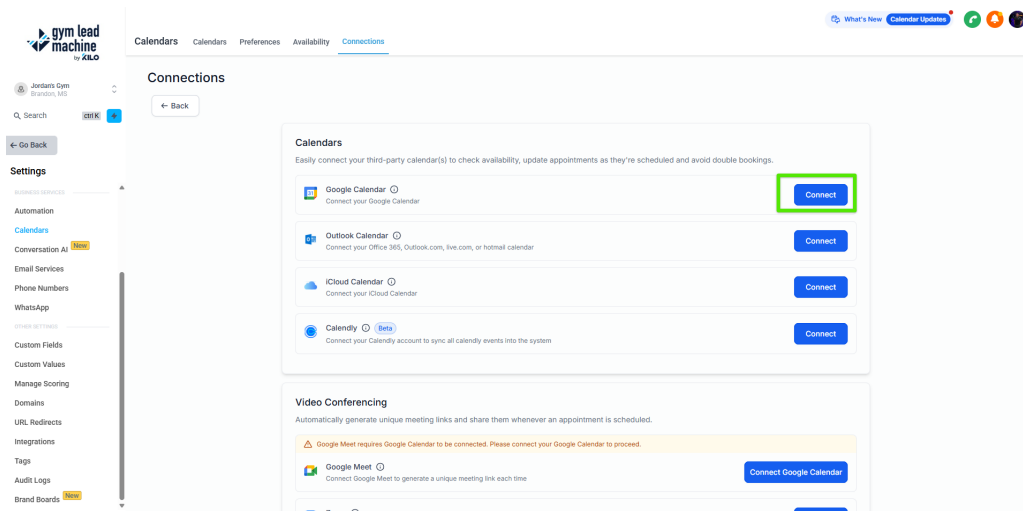
1. Go to **Settings** → **Integrations** in GLM.
2. Find **Google Calendar** and click **Take me there**.



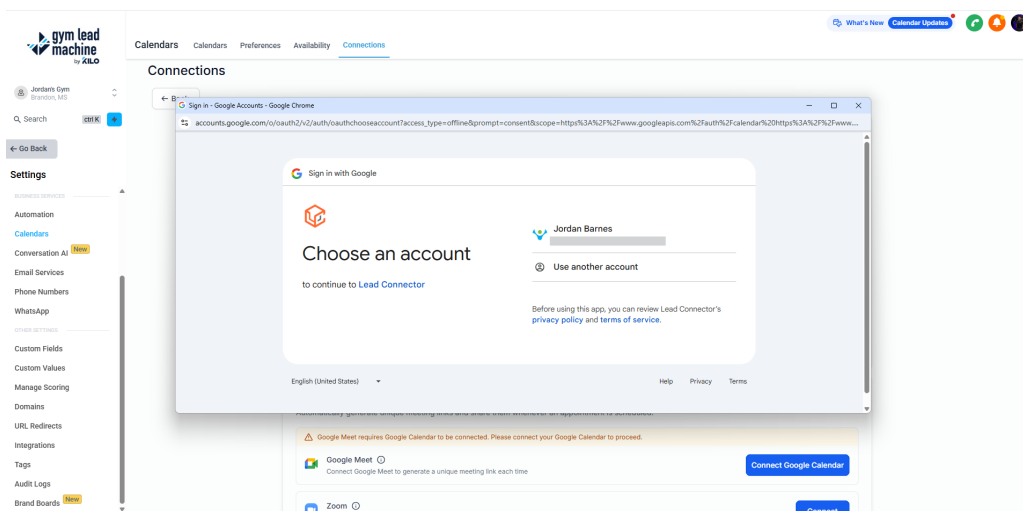
3. In Calendar Connections, click **+ Add New**.



4. Click **Connect** next to Google Calendar.

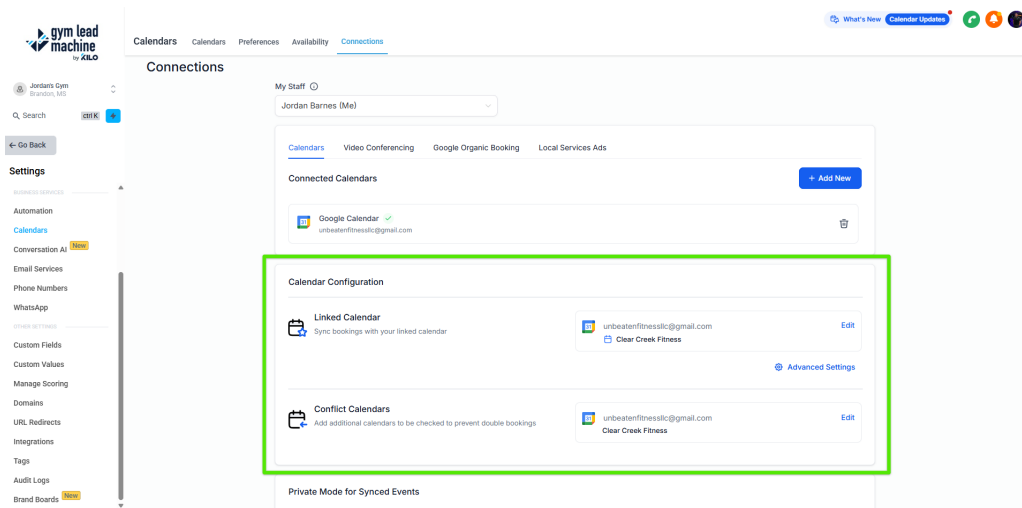


5. Follow the prompts to authorize Lead Connector to access your Google Calendar.



Step 2: Set your linked and conflict calendars

1. Go to **Calendars** → **Connections** → {select staff}.
2. Choose the Google calendar you want as your **Linked Calendar** (where GLM bookings are synced).
3. Add any **Conflict Calendars** you want GLM to check for availability.



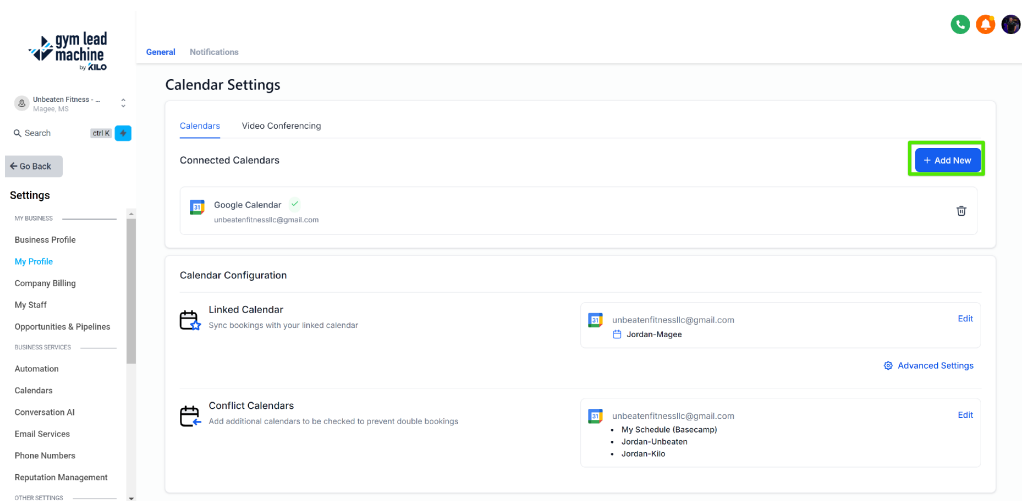
Note: Writer access is required to set a calendar as your Linked Calendar. By default, your Linked Calendar is also added as a conflict calendar, so events created there appear in GLM and vice versa. You can adjust how it syncs from **Advanced Settings** in GLM.

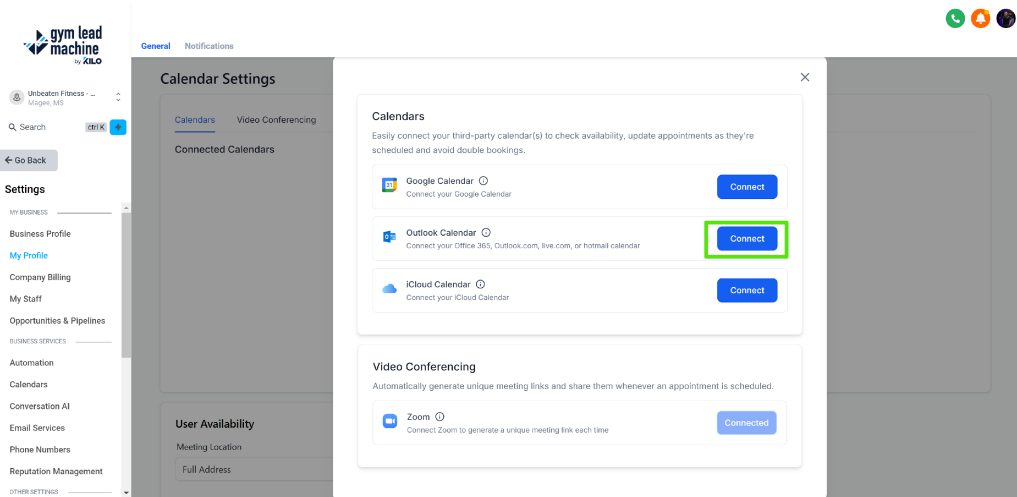
Connect an Outlook Calendar

Connecting Outlook syncs your appointments and availability between GLM and your Outlook account.

Step 1: Connect your calendar

1. Go to **Settings** → **My Profile** in GLM.
2. In the **Calendar Settings** section, find the option to connect your Outlook account.



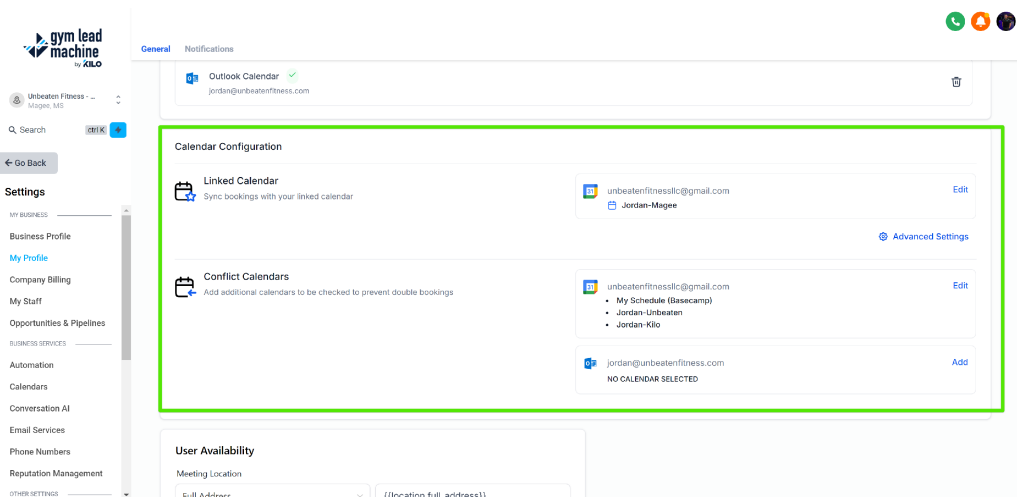


3. Approve the prompt to grant Lead Connector access to your Outlook Calendar.

Note: You must be logged in to the correct sub-account (your specific GLM workspace) to see the Profile option in Settings. If you do not see it, you are likely in the wrong sub-account.

Step 2: Configure your calendar

1. Go to **Settings → Profile** and scroll to **Calendar Configuration** in the bottom right.
2. Under **Primary Calendar**, click **Edit**, select your Outlook account, and choose the calendar GLM should read from and write to. (Primary Calendar reads all events and writes all appointments.)
3. Under **Check for Conflicts**, click **Edit** and select the Outlook calendars you want GLM to check for availability. (Check for Conflicts only reads events to prevent double bookings.)



If appointments stop syncing: Edit the Primary Calendar setting, choose **Do not sync events to the primary calendar**, and click **Save**. Then reselect the same calendar to re-enable syncing. This usually clears up syncing issues in either direction.

Connect an iCloud Calendar

Connecting iCloud requires an app-specific password from Apple, which is separate from your normal Apple ID password.

Step 1: Create an app-specific password from Apple

1. Sign in to your Apple ID account at <https://appleid.apple.com/>.
2. In the **Security** section, make sure **Two-Factor Authentication** is enabled. If it is not, follow the prompts to turn it on.
3. In the **App-Specific Passwords** section, click **Generate Password**.
4. Enter a label (for example, "GLM Calendar") and click **Create**.
5. Copy the generated password. You will use it to connect iCloud to GLM.

Step 2: Connect iCloud to GLM

1. Click **Settings** in the left navigation panel.
2. Select **My Profile**, then go to **Integrations**.
3. Find **iCloud Calendar** and click **Connect**.
4. Enter your iCloud email address and the app-specific password from Step 1.
5. Your iCloud Calendar is now connected.

Step 3: Configure your calendar

1. Go to **My Profile → Calendar Configuration**.
2. Under **Primary Calendar**, click **Edit**, select your connected iCloud account, and click **Save**. (Only accounts already integrated with GLM appear in the list.)
3. Under **Check for Conflicts**, click **Edit**, select the calendars you want checked for availability, and click **Save**.

Important for iCloud:

- Events imported from iCloud are treated as **Blocked Slots**, not appointments, and they do not create contacts in GLM.
 - Blocked slots created in GLM do not sync back to your iCloud Calendar.
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Google vs. Outlook vs. iCloud: What to Know

	Google	Outlook	iCloud
Special requirement	Gmail account access	Be in the correct sub-account	App-specific password + two-factor authentication
Main calendar label	Linked Calendar	Primary Calendar	Primary Calendar
Conflict label	Conflict Calendar	Check for Conflicts	Check for Conflicts
Two-way sync	Yes	Yes	Limited (events come in as blocked slots; GLM blocked slots do not sync back)

Frequently Asked Questions

What is the difference between a main calendar and a conflict calendar?

Your main calendar (called **Linked** or **Primary** depending on the integration) is where GLM writes new bookings and reads events from, while a conflict calendar only blocks your availability to prevent double bookings. You can set one main calendar and add several conflict calendars across different platforms.

Do I need writer access or read-only access?

Choose writer access if you want GLM bookings added to your calendar, and read-only if you only want to pull events into GLM. Writer access is required to set a calendar as your Linked or Primary calendar, since GLM needs to write to it.

Why do I need an app-specific password for iCloud?

Apple requires a separate app-specific password to connect third-party apps like GLM, and it only works with two-factor authentication enabled. Generate it from your Apple ID account, then enter it along with your iCloud email when connecting.

Why aren't my Outlook appointments syncing?

Reset the connection by editing your Primary Calendar, choosing "Do not sync events to the primary calendar," saving, then reselecting the same calendar. This re-enables syncing and resolves most cases where appointments stop syncing to or from Outlook.

Why don't my iCloud events show up as appointments in GLM?

iCloud events come into GLM as blocked slots rather than appointments, and they do not create contacts. They still block your availability, but they will not appear as bookings. Note that blocked slots created in GLM do not sync back to iCloud.

Why don't I see the Profile option in my Outlook settings?

You are likely logged in to the wrong sub-account. The Profile option only appears when you are in the correct GLM sub-account, so switch to the right one and check Settings again.

Can I connect more than one calendar to check for conflicts?

Yes, you can add multiple conflict calendars. This is useful when you keep events across different platforms and want GLM to consider all of them when checking your availability.

Helpful Tips

- Decide whether you need writer or read-only access before connecting, since it determines whether GLM can add bookings to your calendar.
- Mark events as **Busy** on your calendar so GLM blocks that time; **Free** events are pulled in but leave your availability open.

- Generate your Apple app-specific password before starting the iCloud connection so you have it ready to paste.
- If Outlook stops syncing, toggle the Primary Calendar off and back on to reset the connection.
- Add a conflict calendar for every platform where you book time, so nothing slips through and causes a double booking.

When This Feature Is Most Helpful

Connecting a calendar is most useful when your staff keep their schedules in a personal Google, Outlook, or iCloud calendar, when you want GLM bookings to show up automatically on the calendars you already check, and when you need to prevent double bookings across more than one platform. Setting a main calendar plus conflict calendars keeps your availability accurate everywhere at once.

If you have questions about connecting Google, Outlook, or iCloud calendars in Gym Lead Machine, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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