



Calendar Sync

Sync your work calendar using a third-party calendar application, such as Apple Calendar, Google Calendar, or Outlook. It enables you to view and track all your shifts and your employees' shifts from one single place.

Sign in to Zoho Shifts using the registered email id and navigate to the **Schedule** tab.

1. Click **Schedule Editor**.
2. Navigate to **Tools** in the top right corner. Using the drop-down, click **Sync to Calendar**. A *Sync to Calendar* window will appear.
3. Select **My Schedule or Team Schedule** and copy the URL link in your third-party calendar.

The screenshot shows the Zoho Shifts 'Schedule' tab interface. At the top, there are navigation tabs: Shifts, Dashboard, Employees, Schedule (selected), Time Off, Reports, and Messages. Below these are filters for 'All Schedules', 'All Positions', 'All Job Sites', and 'Employee View'. A date range selector shows '4 Feb - 10 Feb'. A 'Tools' dropdown menu is open, with 'Sync to Calendar' highlighted in red. The main area is a calendar grid for the week of Feb 4-10. Each day's column contains shift blocks for various employees, including Amelia Chia (Chef Executive), Benjamin Davis (Line Cook), Brad Harper (Cashier), Gabriel Lewis (Kitchen Manager), James Felch (Kitchen Manager), Maria Joseph (Barista), Martin Tyler (Cashier), Sarah Jackson (Kitchen Manager), and Susan Bones (Dishwasher). A summary table at the bottom shows scheduled hours and labor costs for each day.

	Sun 4	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Sat 10
Scheduled Hours	56 h	81 h	90 h	81 h	82 h	72 h	90 h
Labor Cost	\$ 7574.00	\$ 1098.00	\$ 1206.00	\$ 1071.00	\$ 1110.00	\$ 945.00	\$ 1206.00
Employees	8	8	9	8	8	7	9

 **Note:** Follow the steps in your respective third-party calendar application to complete the sync:

- [Google Calendar](#) (See: Use a link to add a public calendar)
- [Mac Calendar](#)
- [Outlook Calendar](#) (See: Subscribe to a calendar)