See your Desk dates in your own calendar

Updated 5 November 2026 · unforged.ai/help/desk/see-your-desk-dates-in-your-calendar

Book a meeting on the matter it belongs to, and it shows on Home in your week. Add your calendar link once and the same appointments, along with your matters' key dates and your tasks, appear in the calendar you already use.

Before you start
An admin switches on the **Calendar sync** pack first. See Switch on a pack.

1 Add an appointment

Go to **Matters**

Open the matter and choose **People and dates**. Under **Appointments**, press **Add** and fill in:

- **What**, like "Signing meeting"
- **Day**, with **From** and **To**
- **Where**, if it helps
- **Who's going**

Press **Add appointment**. Press **Change** beside one to move it or remove it.

2 See your week

Go to **Home**

This week lists your appointments, your matters' key dates and your tasks for the next seven days.

3 Choose what goes in your calendar

Go to **Calendar**

Calendar is in the menu under your picture. Under **What goes in**, tick what you want:

- **My appointments**
- **Dates on the matters I look after**
- **My tasks, on the day they're due**

4 Make your link

Press **Make my calendar link**. Then press **Add to Outlook**, **Add to Google Calendar** or **Add to Apple Calendar**, and say yes when your calendar asks.

For any other calendar, press **Copy link** and paste it where it asks for a calendar address.

5 Change it or stop it

Change what's ticked and press **Save**. If your link has got out, press **Make a new link**, and the old one stops working. Press **Stop the link** to take Desk out of your calendar altogether.

Keep your link to yourself

Anyone with the link can see what's in it, so don't share it or paste it into an email. You see it only once, when you make it. If you need it again on another device, make a new link and add that one.

If something goes wrong

A change in Desk hasn't reached your calendar yet.
Calendars check the link on their own timetable, every few hours for some. Give it a while, or refresh the calendar if yours lets you.

There's no `Calendar` in the menu under your picture.
The **`Calendar sync`** pack is off. Ask your Desk admin to switch it on.