

# How do I sync my DrChrono calendar to my Google Calendar?

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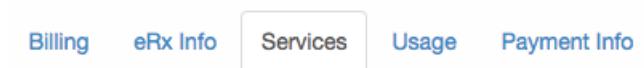
With DrChrono you can sync your DrChrono calendar to your Google Calendar. This feature is designed to provide a convenient way to quickly glimpse at your day's schedule but is not a replacement for the DrChrono scheduling system.

## Limitations:

- Due to HIPAA requirements, some appointment details are not displayed in Google Calendar. Only the office name, exam room, patient chart ID number, and appointment duration will be displayed.
- Due to technical resource limitations, DrChrono will only sync two weeks of activity.
- Events added to Google Calendar do not sync with your DrChrono calendar.

1. To set up a Google Calendar sync, view your account settings by selecting **Account > Account Settings**.

2. Click on the **Services** tab in your account settings.

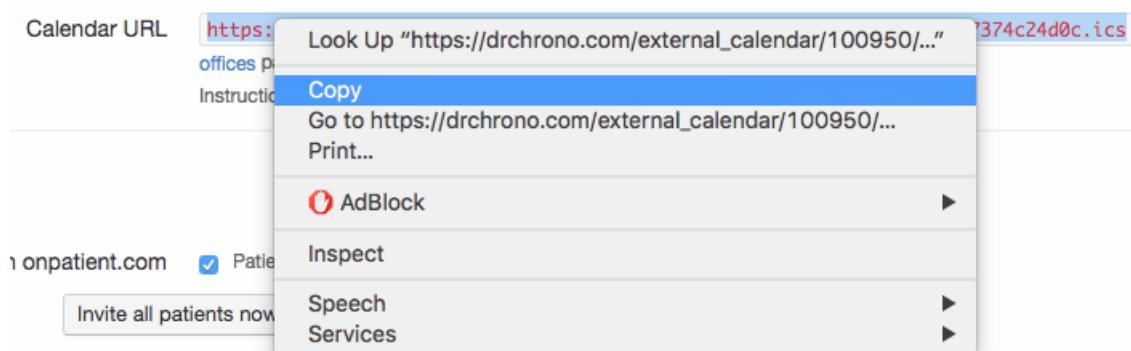


3a. At the top of the page, there is a section titled **Calendar Sync**. This section has a URL in red text.

## Calendar Sync

Calendar URL [https://drchrono.com/external\\_calendar/100950/2179a2630434c44272d0](https://drchrono.com/external_calendar/100950/2179a2630434c44272d0)  
Per-office calendar links can be found on the [Manage offices](#) page.  
Instructions: [Google Calendar](#) | [Apple iCal](#) | [Microsoft Outlook](#)

3b. Copy this link to your clipboard by selecting the link, right-clicking the page, and selecting **Copy**. Alternatively, highlight the text and use the hotkey CTRL+C (Windows) or COMMAND+C (Mac).



4a. Open your Google Calendar. Find the section titled **Other Calendars**.

The screenshot shows the DrChrono calendar interface. On the left, there is a sidebar with a 'CREATE' button and a dropdown menu. Below that is a calendar for June 2017. The 'Other calendars' section is highlighted with a red box. It contains a dropdown menu with the following options: 'Add a coworker's calendar', 'Conference Room Re...', and 'drc-Vacation/Remote ...'. The main calendar view shows Sunday, June 11, 2017, with a time grid from 12am to 9am. The time grid is labeled 'GMT-07'.

4b. Click on the arrow next to Other Calendars and select Add by URL.

The screenshot shows the 'Other calendars' dropdown menu open. The 'Add by URL' option is highlighted with a gray background. Other options in the menu include 'Add a coworker's calendar', 'Browse Interesting Calendars', 'Import calendar', and 'Settings'.

5. Paste in the URL you copied from account settings to the URL field. You can do this by right-clicking on the field, then clicking 'Paste' or hitting CTRL+V (Windows) or COMMAND+V (Mac). Then, click 'Add Calendar'.

The screenshot shows the 'Add by URL' dialog box. The 'URL' field contains the URL: [https://drchrono.com/external\\_calendar/100950/2179a2f](https://drchrono.com/external_calendar/100950/2179a2f). Below the URL field is a note: 'If you know the address to a calendar (in iCal format), you can type in the address here.' There is a checkbox labeled 'Make the calendar publicly accessible?' and two buttons at the bottom: 'Add Calendar' and 'Cancel'.

6. Now, in the Other Calendars section, you will see a new calendar titled **DrChrono | Your Name**. If this calendar is active, as indicated by a colored box, you will be able to see your synced DrChrono appointments.

▼ Other calendars ▼

The screenshot below will show you how a synced calendar will appear.