

## LinkedIn Talent Hub - GSuite Email & Calendar Integration Guide

*Follow the steps below to enable the Interview Scheduling feature within your Talent Hub account. For more detailed information on technical integrations or security, please ask your LinkedIn contact for a copy of the Talent Hub Security & Privacy Documents.*

### About this Guide: Key Stakeholders

- [Steps 1-3](#) should be completed by **IT or a designated systems administrator** from your organization.
- [Steps 4-7](#) should be completed by the **main admin user/point of contact for the Talent Hub implementation** at your company.
- [Steps 8-9](#) should be completed by **all users who will be managing candidate communications or scheduling interviews in Talent Hub**.

**Steps 1-3 should be completed by IT or a designated systems administrator from your organization.**

### Step 1 - Create a new email account (AKA service account)

Create a **new user account** through your email provider. Within your email provider, the user needs to have a license and it needs to be able to create and manage events. The new user cannot be a group account.

- Talent Hub requires **Read.Write permissions** to create calendar events.
- *Because the user is created for interview scheduling and sending invites on behalf of the product, we suggest making the email alias something like “interview-scheduler@\_\_\_\_.com”*
- *For more detailed information on technical integrations or security, please ask your LinkedIn contact for a copy of the Talent Hub Security & Privacy Documents.*

**Once you have created the new service account, share the account credentials with your organization’s Talent Hub implementation lead. They will need the credentials in order to complete the integration authorization in steps 4-5.**

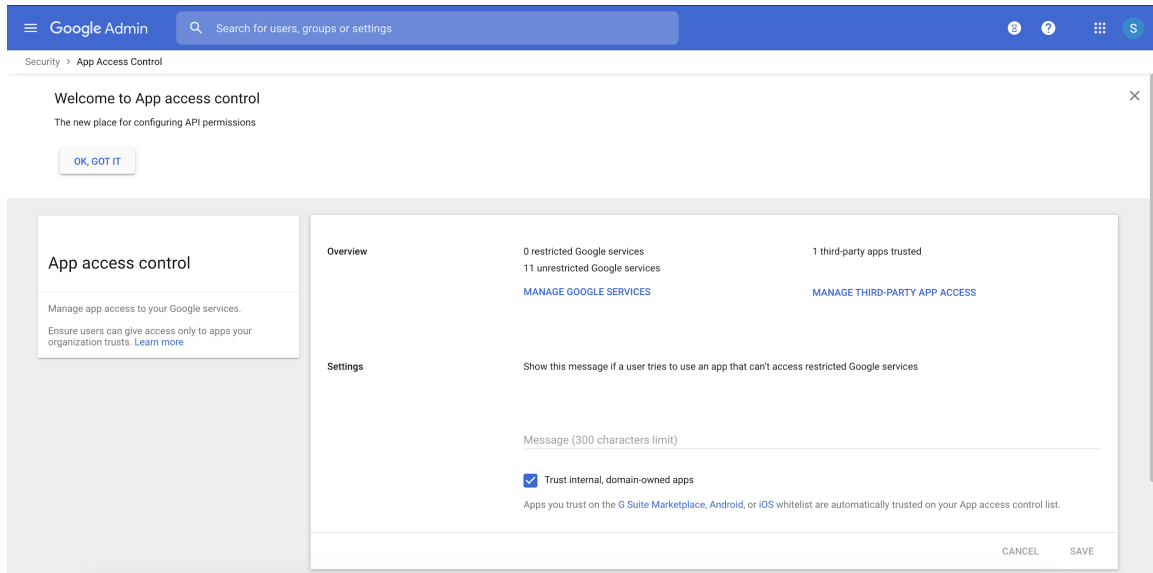
### Step 2 - *Optional*: Whitelist Talent Hub app for individual email and calendar integration

Users need to allow Talent Hub to connect to their calendar and email inbox in order to leverage our [1:1 scheduling](#) and [inbox syncing \(One Inbox\)](#) features.

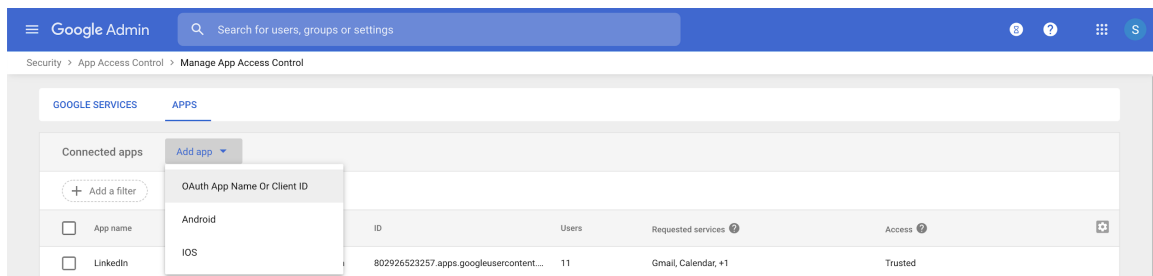
- *Note that the 1:1 scheduler will work with or without video integration.*

In order to allow users to authorize this connection, your organization's GSuite administrator needs to whitelist Talent Hub in the GSuite admin console. The following instructions outline how to whitelist the app to allow individual Talent Hub integrations:

1. Log in to the GSuite admin console (<https://admin.google.com>)
2. Under the Security section, navigate to App Access Control (<https://admin.google.com/ac/owl>)
3. Click on Manage Third-Party App Access



4. Click on Add App and choose OAuth App Name or Client ID from the menu



5. Enter the following LinkedIn App ID in the search box:

**802926523257.apps.googleusercontent.com**



6. Select the LinkedIn app that appears in search results and click Add

**Add app**

Search OAuth app name or client ID

802926523257.apps.googleusercontent.com **SEARCH**

Search Results (1)

  **LinkedIn**

802926523257.apps.googleusercontent.com  
Type: Web Application

**CANCEL** **ADD**

7. If prompted, grant the application a “Trusted” level of access

**Change access**

Change access for LinkedIn

☒ Trusted: Can access all Google services

☐ Limited: Can only access unrestricted Google services

☐ Blocked: Can't access any Google services

**CANCEL** **CHANGE**

8. Users should now be able to individually authorize their accounts to connect to Talent Hub

### Step 3 - *Optional*: Export a list of your conference room aliases

In order to reserve a conference room for in-person interviews using our automatic scheduling tool, you'll need to upload a list of your rooms so that Talent Hub can check room availability. You should be able to get the room email aliases from within GSuite.

You can find detailed formatting requirements here:

<https://www.linkedin.com/help/talent-hub/answer/a150729>

Once you have exported your list of rooms and aligned it to the formatting requirements, share that list with your organization's Talent Hub implementation lead or main admin.

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**Steps 4 -7 should be completed by the main admin user/point of contact for the Talent Hub implementation at your company.**

## Step 4 - Set email platform

Once your IT contact has created the service account and shared those credentials with you, you will be able to fully authorize the email & calendar integration.

In Talent Hub, navigate to the **“Email and Calendar”** pane under Company Settings and click **“Edit”** next to **Company Email & Calendar Platform** from the set up section of the page.

Then, select the Email and Calendar provider as Google GSuite and click **“Save”**.

Email and calendar integrations

Company Settings

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SET UP

**Company email and calendar platform**

Select which email and calendar platform your company uses.

☐ Google Gsuite ☐ Microsoft Office 365 ☐ Don't integrate

[Cancel](#) [Save](#)

## Step 5 - Authorize new email account

Click **“Authorize”** next to “Service account authorization” and enter the credentials of the service account created by your IT contact.

### Email & calendar services

Company Settings

SET UP

**Company email and calendar platform**

Connect with your email and calendar to easily schedule interviews and see messaging history

[Edit](#)

Google GSuite

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**Authorize service account for scheduling**

Sync a dedicated service account to see employee and room availability

[Authorize](#)

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SCHEDULER

**Allow users to share their availability with candidates**

Allow users to share their calendar availability with a link when sending messages

[Edit](#)

On

## Step 6 - *Optional*: Choose calendar visibility settings for 1:1 scheduler

Determine whether or not you want individuals in the organization to be able to share their calendar availability with candidates - to turn off this setting, select **Edit** next to Calendar visibility and toggle the setting to “Off”.

## Step 7 - *Optional*: Update your room list

In order to reserve a conference room for in-person interviews using our automatic scheduling tool, you’ll need to upload a list of your rooms so that Talent Hub can check room availability. If you are planning to utilize this functionality, work with your IT contact to obtain a list of your organization’s conference rooms.

Once you have received this list from your IT contact, follow these guides to [enable room scheduling](#) and [upload rooms and locations](#).

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## Individual Email and Calendar Settings

**Step 8 should be completed by all users who will be scheduling interviews in Talent Hub.**

### Step 8 - Set default timezone

Set your default timezone by going to “**My Account Settings > Email & Calendar > Scheduler > Preferred Time Zone**”. Under the “**Scheduler**” section, select “**Edit**” and configure your preferred time zone and working hours.

**Step 9 should be completed by all users who will be managing candidate communications in Talent Hub.**

### Step 9 - Set individual email and calendar permissions

Set up your One inbox and Scheduler authorization for your individual account by navigating to **My Account Settings** on the bottom of the left hand pane and clicking “Email and calendar.”

- Click “**Authorize**” for **Authorize calendar** (to enable candidates to see your calendar availability via the 1:1 scheduler) and for **Authorize inbox** (to enable your candidate emails to sync with Talent Hub).
- If you are not familiar with the One Inbox and 1:1 scheduler functionalities, you can learn more here:
  - [One Inbox](#) / [1:1 scheduler](#) (note that the 1:1 scheduler will work with or without video integration)

Company Settings

- Usage overview
- Job posting
- Preferences
- Notifications
- Rooms and locations
- Email and calendar
- Cost centers

Recruiting Settings

Advanced

My Account Settings

Individual integrations

Email and calendar

Email and calendar integrations

My Account Settings

SET UP

Authorize calendar

Give LinkedIn permission to access third party providers for 1:1 interview scheduling

Authorize

Authorize inbox

Give LinkedIn permission to access third party providers for inbox syncing

Authorize

SCHEDULER

Update your availability for meetings

Modify meeting durations, timezone, weekly availability, and related scheduling

Edit