

How to Sync isolved to Google Calendar or Outlook



This guide shows how to sync your Teams Calendar to your Outlook or Google Calendars. You will first need to

1 Navigate to <https://connect.threadhcm.com/default.aspx>

The screenshot displays the 'Employee Calendar' for Ryan Reynolds. The interface includes a top navigation bar with user information (Employee # 1, Pay Group: Bi-Weekly, Hire Date: 4/9/2025, Work Location: Augusta, GA) and client information (CYN22 - CynTech, Company: Cynkar Technologies (Active)). The main calendar area shows a monthly view for April 2026, with days of the week as columns and dates as rows. Each day cell contains a bar representing the work schedule, typically from 8:00 AM to 5:00 PM. A 'Pending PTO (8.00Hrs)' is shown on Friday, April 10th. The left sidebar contains a search menu and a list of navigation options including Employee Self-Service, Pay History, and Employee Absences.

2 Click the profile icon in the top right corner.

The screenshot shows the 'Employee Calendar' interface for Ryan Reynolds. At the top, there is a header with the 'isolved' logo and user information: Ryan Reynolds, Pay Group: Bi-Weekly, Hire Date: 4/9/2025, Work Location: Augusta, GA, Team, Department, Location: 1 - Riverview, and Client: CYN22 - Cynkar. Below the header, there are navigation tabs: 'My Calendar', 'Team Calendar', 'My Absences', and 'Coverage Requests'. The main content area displays a calendar for April 2026, with a 'Request Time Off' button and a 'Print Calendar' button. The calendar shows work days from 8:00 AM to 5:00 PM, with a 'Pending PTO (8.00hrs)' entry on Friday, April 10th. A profile icon in the top right corner is circled in orange.

3 Select "User Preferences" from the dropdown menu.

The screenshot shows the 'Employee Calendar' interface for Ryan Reynolds. At the top, there is a header with the 'isolved' logo and user information: Ryan Reynolds, Pay Group: Bi-Weekly, Hire Date: 4/9/2025, Work Location: Augusta, GA, Team, Department, Location, and Client: CYN22 - Cynkar. Below the header, there are navigation tabs: 'My Calendar', 'Team Calendar', 'My Absences', and 'Coverage Requests'. The main content area displays a calendar for April 2026, with a 'Request Time Off' button and a 'Print Calendar' button. The calendar shows work days from 8:00 AM to 5:00 PM, with a 'Pending PTO (8.00hrs)' entry on Friday, April 10th. A profile icon in the top right corner is circled in orange, and a dropdown menu is open, showing 'User Preferences' selected.

4

Copy the calendar subscription URL provided under the "My Calendar Subscriptions" section: <https://connect.threadhcm.com/rest/api/ical?data=sGzM0l6nbfTNKj20hkebl1GDFwca76IaagUQScmcN%2FQsuKhma4c7iO5qpMAKTqxyt5oMXH3DOKTX5gB%2BsjjgQ%3D%3D>...

The screenshot shows the 'Employee Calendar' interface for 'Ryan Rey...' at 'Isolved University'. A 'User Preferences' dialog box is open, displaying 'Login Options' and 'My Calendar Subscriptions'. The 'My Calendar Subscriptions' section contains the following text:

Subscribe using Google Calendar (Copy url below)
<https://connect.threadhcm.com/rest/api/ical?data=sGzM0l6nbfTNKj20hkebl1GDFwca76IaagUQScmcN%2FQsuKhma4c7iO5qpMAKTqxyt5oMXH3DOKTX5gB%2BsjjgQ%3D%3D>
Subscribe using Outlook

The dialog box also includes 'Save' and 'Cancel' buttons. The background calendar shows a monthly view for April 2026 with various time-off events.