

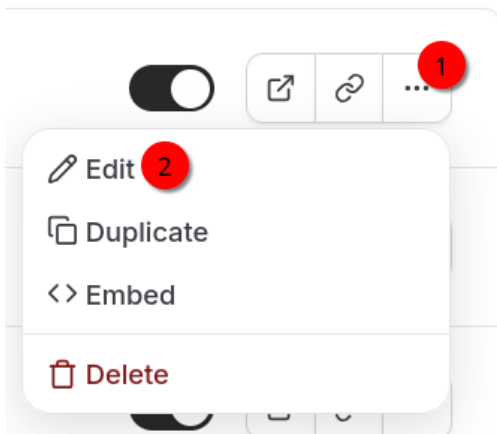
Set Display & Notification Email Address

By default Calcom sends your booking notifications to your CBSTCommons email address and shows it to registrants upon booking. You will need to change the settings to show your CBTSeminary.org email address instead.

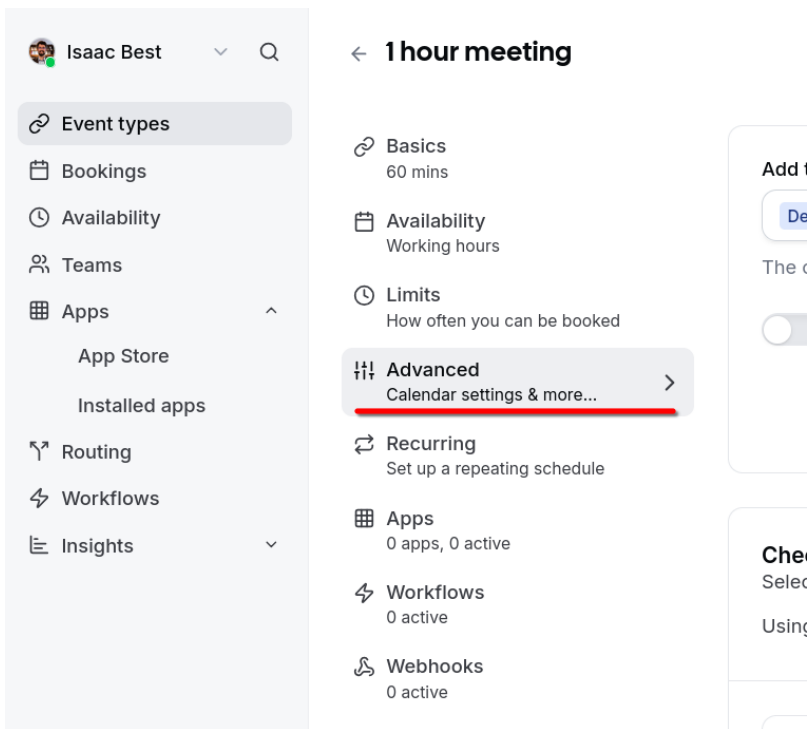
You must [connect your Google Calendar](#) before you can complete these steps.

You will need to repeat this for each event type that you are using.

1. Go to [the Event Types page](#) in Calcom.
2. Find the event you want to modify. On the far right of that event, select the "More" icon and click "Edit".



3. On the sidebar towards the left, select "Advanced".



4. Toggle the "Use 'Add to calendar' email as the organizer" option. Make sure the option above, "Add to calendar," is set to your CBTSeminary.org email/Google Calendar.

Add to calendar Calendar

Default best@cbtseminary.org (Google Calendar - best@cbtseminary.org) 1 ↑

The calendar to add bookings to

☒ Use "Add to calendar" email as the organizer ⓘ

Check for conflicts

Select which calendars you want to check for conflicts to prevent double bookings.

5. On the top right, click "Save".

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best and {Scheduler} ✎

Your CBTSeminary.org email address will now show on meeting confirmations for that event and emailed booking notifications will be sent to that address.



This meeting is scheduled

We sent an email with a calendar invitation with the details to everyone.

What	1 hour meeting between Isaac Best and Isaac Test
When	Tuesday, April 14, 2026 11:00 AM - 12:00 PM (Central Daylight Time)
Who	Isaac Best Host best@cbtseminary.org Isaac Test itest@cbtscommons.org
Where	Jitsi Video ↗

Need to make a change? [Reschedule](#) or [Cancel](#)

Add to calendar



Revision #11

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