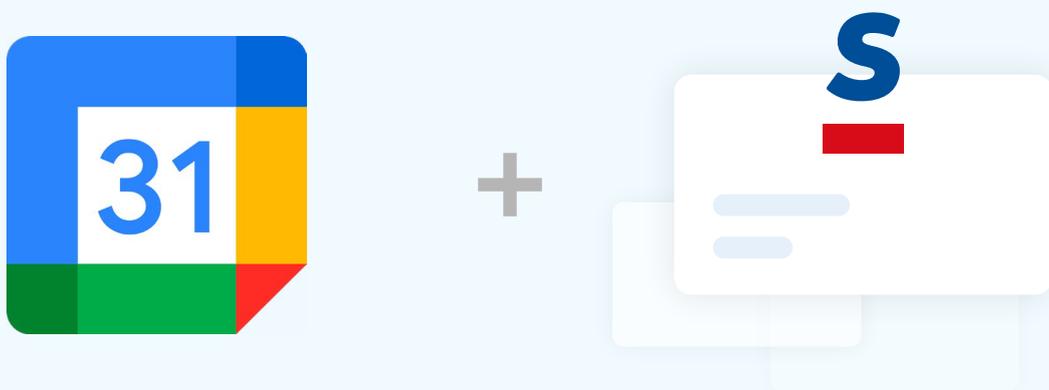


# Google Calendar + Sansan Virtual Cards

Team up Sansan with Google Calendar  
to send Virtual Cards to meeting members

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# What you can do



Add Virtual Cards to event descriptions



Coming soon!

Share Virtual Cards by email



Check who's in the meeting

# 1

## Add Virtual Cards to event descriptions

After setting a meeting in [Google Calendar](#), add internal members' Virtual Card URLs in the [description](#).

All it takes is 1 click.

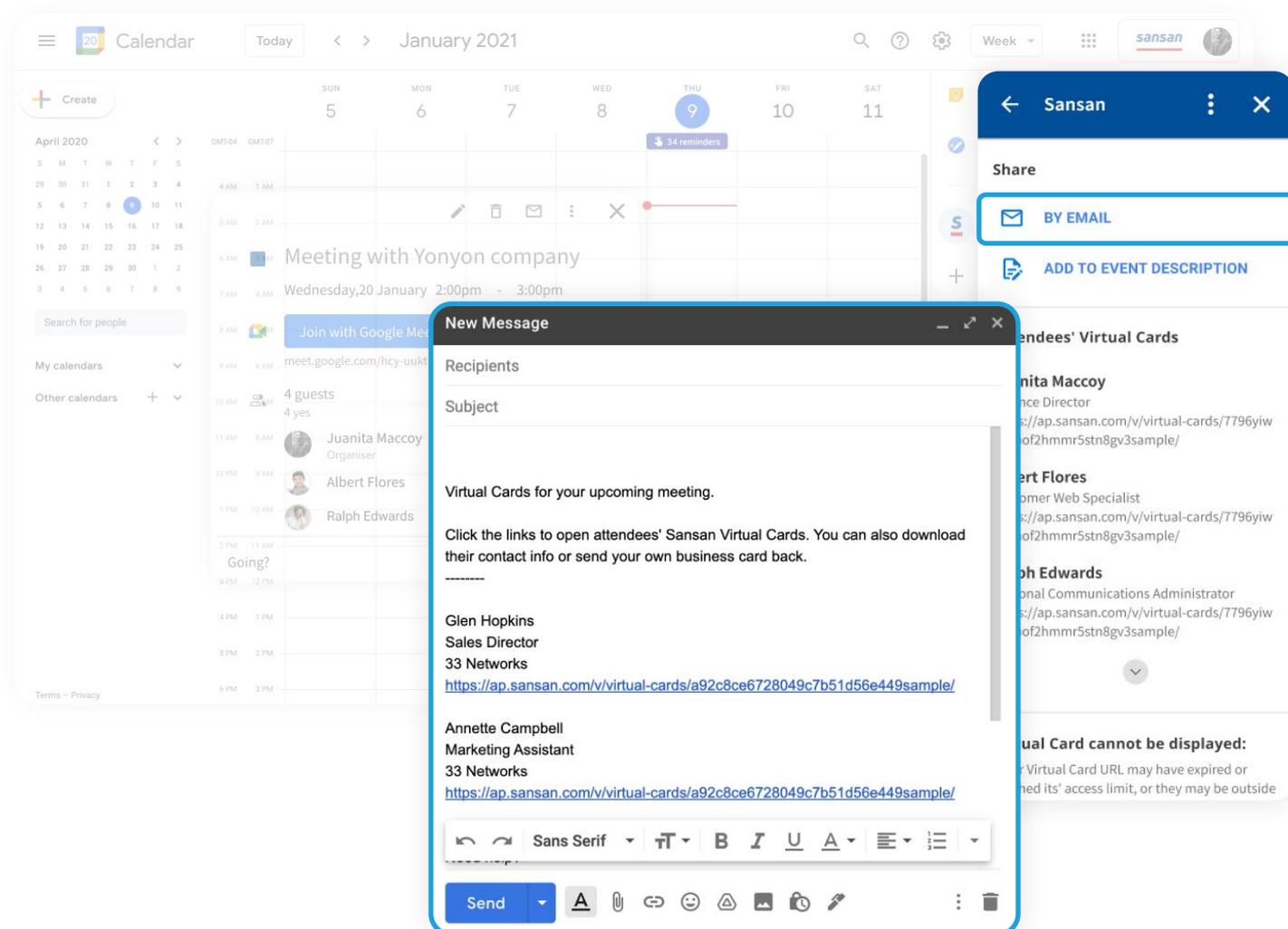
The screenshot shows the Google Calendar interface for January 2021. A meeting titled "Meeting with Yonyon company" is selected for Wednesday, January 20, 2021, from 2:00pm to 3:00pm. The meeting details panel is open, showing a "Join with Google Meet" button and a list of attendees: Juanita Maccoy (Organiser), Albert Flores, and Ralph Edwards. A "Share" menu is overlaid on the right side of the calendar, with the "ADD TO EVENT DESCRIPTION" option highlighted in blue. Below the attendees list, a "Virtual Card cannot be displayed:" message is visible, stating that the URL may have expired or reached its access limit.

# 2

## Share Virtual Cards by email

Coming soon!

Create an email containing colleagues' Virtual Card URLs, then send it to attendees before the meeting.



# 3

## Check who's in the meeting

Review attendees' details.

Even if it's the first time you're in a meeting with a colleague, you'll be able to see their department and position. Everyone will know who's who when the meeting starts.

The screenshot shows a calendar application interface. At the top, it displays 'Calendar', 'Today', and 'January 2021'. A meeting event titled 'Meeting with Yonyon company' is highlighted for Wednesday, 20 January, from 2:00pm to 3:00pm. The event details include a Google Meet link and a list of attendees: Juanita Maccoy (Organiser), Albert Flores, and Ralph Edwards. A 'Going?' section shows 4 guests, with 4 'yes' responses. On the right side, a 'Share' menu is open, showing options for 'BY EMAIL' and 'ADD TO EVENT DESCRIPTION'. Below this, a section titled 'Attendees' Virtual Cards' displays three cards for Juanita Maccoy, Albert Flores, and Ralph Edwards, each with their name, title, and a virtual card URL. A warning message at the bottom right states: 'Virtual Card cannot be displayed: Their Virtual Card URL may have expired or reached its' access limit, or they may be outside'.

# Easy Setup

- 1 Search for 'Sansan' on [Google Workspace Marketplace](https://workspace.google.com/marketplace).  
<https://workspace.google.com/marketplace> 
- 2 Access the Sansan Web App.
- 3 Copy the Virtual Card key.
- 4 In Google Calendar paste it in the Virtual Card key field and click **Connect**.
- 5 You're all set up now. Create an event and attach your Virtual Cards to the description or send them by email.

## FAQ

# 1

### Is this free?

It's free for all Sansan customers companies that have a contract that includes Virtual Cards.

# 2

### To attach my colleagues' Virtual Cards, do they need to install the same integration?

No. As long as they've already set their Virtual Card in Sansan, you can send it for them.

# 3

### If I send my colleague's Virtual Cards to my client, will my colleague receive a notification about this?

No, they won't be notified, but in the Calendar description, they will see that their Virtual Card was added.

***sansan***

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