

QGenda – Syncing to Outlook Calendar

Step 1: Access QGenda on your desktop and then you must log in.

Step 2: Click on "Home" in the top right corner.

@ QGenda	Home				
MNGI Digestive Health					
Schedules by Task	Schedules by Staff Type	Schedules by MNGI Sites			
Who's on Call Now	Adult Physician	Bloomington			
East Call	Pediatric Physician	Coon Rapids			
North Call	Adult APP	Eagan			
Device Call	Destination ADD	1 Incolution			

Step 3: Click 'Sync'.

@ Q	Genda	MNG Dipathe Health	🔺 🔺 Aubrey	• Log	g Out
Home	Schedule	e Request.	elp Center or 855-39	}9-9945 ((ext 2)
					- 1
		Navigate			- 1
		Schedule Sync			

Step 4: Copy the URL found in the pop-up box.

🛗 Sync Calendar	×
Combine work and personal schedules with a calendar subscription from QGenda. Automatically and Wirelessly sync your schedule assignments to Google Calendar, iCal an iPhone, iPad, iPod Touch, Yahoo Calendar, GroupWise, OutLook, Lotus Notes or any other web-enabled calendar.	
QGenda automatically transfers schedule assignments for the future and the most recent past weeks to your calendar. Once you've set up the subscription, all schedule changes will update to your personal calendar automatically.	
Your Subscription URL:	
https://app.qgenda.com/ical?key=394bfbd1-f7e5-4301-bcff-9b87ab862780]
□Sync as all-day events	

Step 5: Navigate to the Employee Resources section of the MNGI website and launch 'Outlook Web Client (Office 365 Users)'.





Step 6: Once logged into Office 365, click on the calendar icon.



Step 7: Click 'Add calendar'.

		Outlook 🔎 Se	arch		
	New event	🛱 Today 个 🕔	🖟 October 2021 🗸	/	
		Sunday	Monday	Tuesday	Wednesday
88	S M T W T F S	Sep 26	27	28	29
×	26 27 28 29 30 1 2		7:30 AM Support at C	8 AM GI Presentation	9 AM Docel
0	3 4 5 6 7 8 9				
	10 11 12 13 14 15 16				
<i>«</i>	17 18 19 20 21 22 23	3	4	5	6
_	24 25 26 27 28 29 30		7:30 AM Support Wen	7:30 AM Support Wen	9 AM MNG
	31 1 2 3 4 5 6				
		10	Oct 11 🖒 50°	12 🖒	13
	🗄 Add calendar		8:45 AM IS Present 🗘	9 AM Telehealth S $\mid \diamondsuit$	Fire Extingu
•	> My calendars				
N	> People's calendars	17	18	19	20
V	/			9 AM Telehealth S $\not \heartsuit$	9 AM Docel
	> Rooms			10 AM Articulate Kick-	2 PM Educa

Step 8: Select 'Subscribe from web/internet'.





Step 9: In the pop-up window, paste the QGenda url into the field.

Subscribe from web	×
Paste the url for the calendar you would like to subscribe to below. Any edits that the author of the calendar makes will be updated automatically.	
Example: webcal://www.contoso.com/calendar.ics	
Import	

Step 10: Name your calendar, in the 'Add to' drop down, select 'My Calendars' and then click 'Import'.

Subscribe from web								
ally.								

Step 11: You will now see your QGenda calendar populated on your Office 365 calendar and your iPhone calendar.

< > March 2	018 ~								
AMION									
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
25			28	Mar 19	2 🌞	3 🌞			
	8a PL Endo, 8a-12p	Ba Admin Time, 8a-12p	8a PL CL 2 RM5, 8a-12p	8a CHN CL 2 RMS, 8a-12p	8a Keeley PDO, 8a-6p				
	1p PL Endo, 1p-4p	1p BL CL 2 RMS, 1p-4p	Ip PL Endo, 1p-4p	1p CHN CL 2 RMS, 1p-4p					
4 🐲	5 🝚	6	7	8	9	10			
	8a BL Endo, 8a-12p 1p BL CL 2 RMS, 1p-4p	8a Admin Time, 8a-12p 1p BL Endo, 1p-4p	Sa BL Endo, 8a-12p 1p BL CL 2 RMS, 1p-4p	Sa BL Endo, 8a-12p 1p BL Endo, 1p-4p	8a EA Endo, 8a-12p 1p EA Endo, 1p-4p		at Ca	rint LTE 4:18 PM	100% 🛃
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			ap one week ream once, ap-	the proof thick			0	Birthdays	í
18	19	20	21	22	23	24		Colondar	(i)
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	1p BL CL 2 RMS, 1p-4p	1p BL Endo, 1p-4p	Ip BL CL 2 RM5, 1p-4p	1p BL Endo, 1p-4p			0	Provider Orientation	í
25	26 8a Keeley PDO, 8a-6p (7/28/17	L/	28 Ba Keeley PDO, Ba-6p	29 8a Keeley PDO, 8a-6p	30 Ba Keeley PDO, 8a-6p	31	0	QGenda	í
							0	United States holidays	í

*Note: The full calendar *may take time to sync* and display on your iPhone.