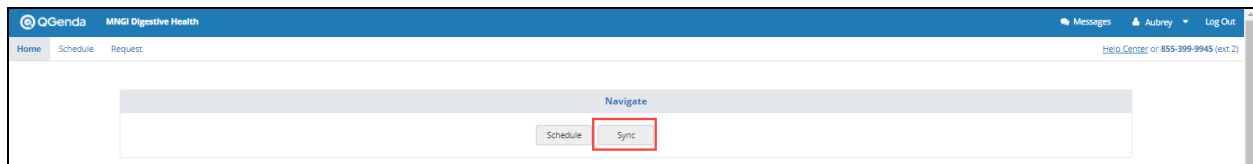


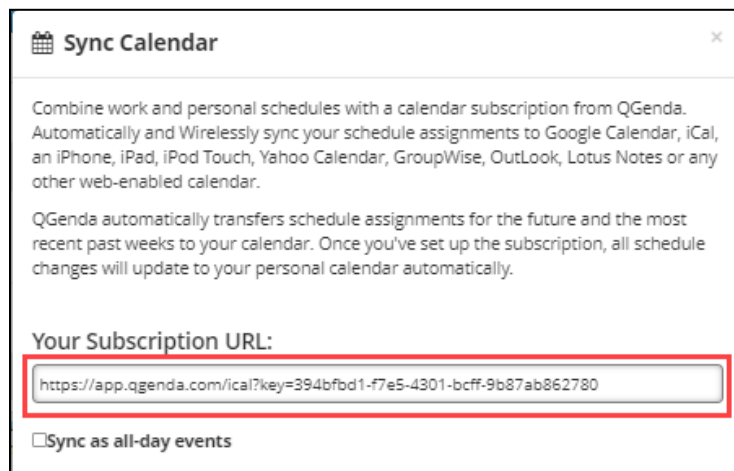
## QGenda – Syncing to Outlook Calendar

**Step 1:** Access QGenda on your desktop and log in.

**Step 2:** Click 'Sync'.



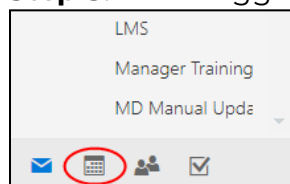
**Step 3:** Copy the URL found in the pop-up box.



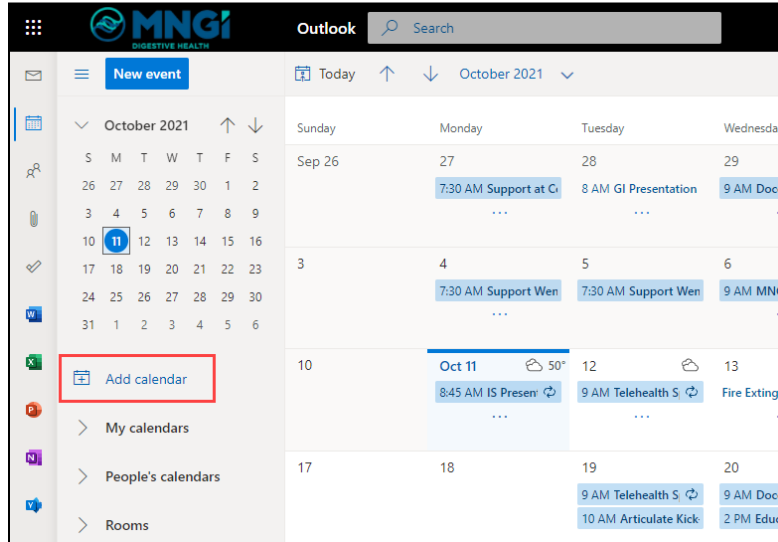
**Step 4:** Navigate to the Employee Resources section of the MNGI website and launch 'Outlook Web Client (Office 365 Users)'.



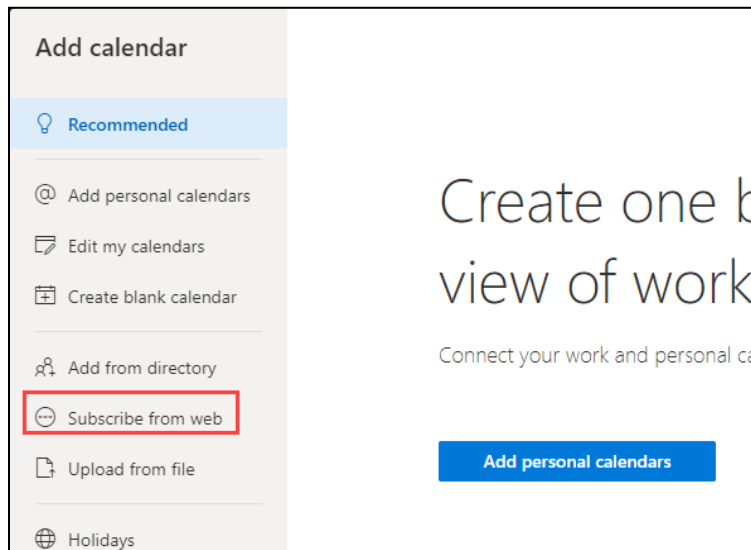
**Step 5:** Once logged into Office 365, click on the calendar icon.



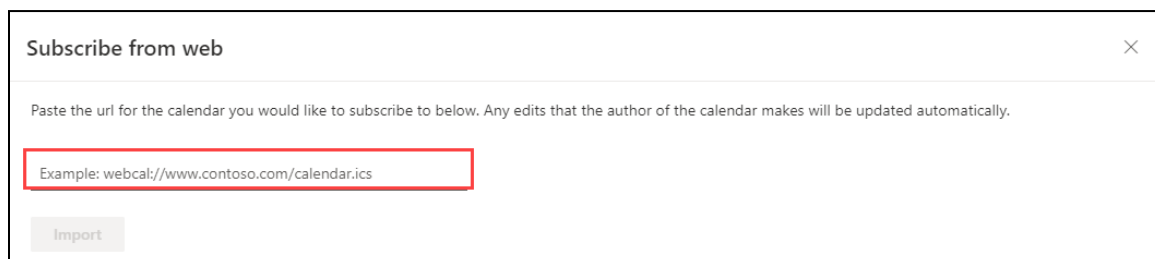
**Step 6:** Click 'Add calendar'.



**Step 7:** Select 'Subscribe from web'.



**Step 8:** In the pop-up window, paste the QGenda url into the field.



**Step 9:** Name your calendar, in the 'Add to' drop down, select 'My Calendars' and then click 'Import'.

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.

<https://app.qgenda.com/ical?key=394bfd1-f7e5-4301-bcff...>

**QGenda**

Color

Charm

Add to

My calendars

Import Discard

**Step 10:** You will now see your QGenda calendar populated on your Office 365 calendar and your iPhone calendar.

< > March 2018

JAMON

| Sunday   | Monday  | Tuesday  | Wednesday   | Thursday   | Friday  | Saturday                                      |
|--|---|--|---|--|---|---|
| 25   | 26<br>Sa PL Endo, 8a-12p<br>1p PL Endo, 1p-4p           | 27<br>Sa Admin Time, 8a-12p<br>1p BL CL 2 RMS, 1p-4p | 28<br>Sa PL CL 2 RMS, 8a-12p<br>1p PL Endo, 1p-4p | Mar 1 <sup>st</sup><br>Sa CHN CL 2 RMS, 8a-12p<br>1p CHN CL 2 RMS, 1p-4p | 2<br>Sa EA Endo, 8a-12p                       | 3<br>Sa EA Endo, 8a-12p                       |
| 4<br>Sa BL Endo, 8a-12p<br>1p BL CL 2 RMS, 1p-4p | 5<br>Sa BL Endo, 8a-12p<br>1p BL CL 2 RMS, 1p-4p        | 6<br>Sa Admin Time, 8a-12p<br>1p BL Endo, 1p-4p      | 7<br>Sa BL Endo, 8a-12p<br>1p BL CL 2 RMS, 1p-4p  | 8<br>Sa BL Endo, 8a-12p<br>1p BL Endo, 1p-4p                             | 9<br>Sa EA Endo, 8a-12p<br>1p EA Endo, 1p-4p  | 10<br>Sa EA Endo, 8a-12p<br>1p EA Endo, 1p-4p |
| 11   | 12<br>Sa CHN CL 2 RMS, 8a-12p<br>1p CHN CL 2 RMS, 1p-4p | 13<br>Sa Admin Time, 8a-12p<br>1p BL Endo, 1p-4p     | 14<br>Sa BL Endo, 8a-12p<br>1p BL Endo, 1p-4p     | 15<br>12x UH WEEK NIGHT CALL, 1p-4p<br>1p BL Endo, 1p-4p                 | 16<br>Sa BL Endo, 8a-12p<br>1p BL Endo, 1p-4p | 17<br>Sa BL Endo, 8a-12p<br>1p BL Endo, 1p-4p |
| 18   | 19<br>Sa BL Endo, 8a-12p<br>1p BL CL 2 RMS, 1p-4p       | 20<br>Sa BL CL 2 RMS, 8a-12p<br>1p BL Endo, 1p-4p    | 21<br>Sa BL Endo, 8a-12p<br>1p BL CL 2 RMS, 1p-4p | 22<br>Sa BL Endo, 8a-12p<br>1p BL Endo, 1p-4p                            | 23<br>Sa Keenley PDO, 8a-12p                  | 24<br>Sa Keenley PDO, 8a-12p                  |
| 25   | 26<br>Sa Keenley PDO, 8a-12p (12/26/17)                 | 27<br>Sa Keenley PDO, 8a-12p                         | 28<br>Sa Keenley PDO, 8a-12p                      | 29<br>Sa Keenley PDO, 8a-12p   | 30<br>Sa Keenley PDO, 8a-12p                  | 31<br>Sa Keenley PDO, 8a-12p                  |

Sprint LTE 4:18 PM 100%

Calendars Done

| EXCHANGE               | HIDE ALL |
|------------------------|----------|
| Birthdays              |          |
| Calendar               |          |
| Provider Orientation   |          |
| QGenda                 |          |
| United States holidays |          |

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