

AMiON – Syncing to Outlook Calendar

Step 1: From a MNGI computer, log into AMiON from the web address or using the icon on your computer desktop.

www.amion.com



Step 2: Select the arrow to display the dropdown menu and select "--staff--".

Who's on: -- call -- (dropdown arrow) u, Mar 1, 2018 (as of 1:14pm)

Service	Name	Training	Contact	Tel
Administrat				
Administrat	King-Danko, Heather	Admin		
Answering	Answering Service	Answering Service	952-924-8234	952-924-8234
Help Desk	Help Desk	Help Desk	612-435-3900	
East				
St Johns M	Hanson, David	MD		651-605-3003
St Johns NPPA HS	Meyer, Eric	NPPA		612-547-5604
St Joes MD HS	O'Reilly, Patrick	MD		651-605-3031
UHI MD all day HS	Boetticher, Nick	MD		612-547-5652
UHI NPPA HS	Heilman, Amy	NPPA		651-605-3043
UHI MD AM HS	Carver, Emily	MD		651-605-3013
WW MD HS	Carver, Emily	MD		651-605-3013
HE WEEK NIGHT CALL	Virtue, Mark	MD		612-547-5631
UHI WEEK NIGHT CALL	Sanders, Jeffrey	MD		612-870-5436
WW Coverage	United	Assignment		
Biliary HE	Go, Stanley	MD		651-605-3019
Biliary UHI	Boetticher, Nick	MD		612-547-5652

Step 3: Scroll down and find your name listed. Please note that staff are listed in alphabetical order by job title, so “Admin” is at the top, etc.

Grudell, April	ABG	MD		612-547-5624
Hanouneh, Ibrahim	IAH	MD		612-870-5534
Hanson, David	DSH	MD		651-605-3003
Hunninghake, Denise	DAH	MD		651-605-3015
Kandiel, Ahmed	AEK	MD		612-547-5655
Keeley, Scott	SPK	MD		651-605-3002
Kennedy, Michelle	MSK	MD		612-870-5429
Ketover, Scott	SRK	MD		612-870-5408
Kevan, Emily	ENK	MD		612-870-5479
Kim, Adam	ASK	MD		612-547-5654
Leon, Samuel	SHL	MD		612-870-5455

Step 4: Hover your mouse over your name to highlight it and click once to bring up your calendar.

Grudell, April	ABG	MD			612-547-5624
Hanouneh, Ibrahim	IAH	MD			612-870-5534
Hanson, David	DAH	MD			651-605-3003
Hunninghake, Denise	DAH	MD			651-605-3015
Kandiel, Ahmed	AEK	MD			612-547-5655
Keeley, Scott	SPK	MD			651-605-3002
Kennedy, Michelle	MSK	MD			612-870-5429
Ketover, Scott	SRK	MD			612-870-5408
Kevan, Emily	ENK	MD			612-870-5479
Kim, Adam	ASK	MD			612-547-5654
Leon, Samuel	SHL	MD			612-870-5455

Step 5: Once your calendar is displayed, click on the grey icon next to iPhone.

Job at Amion

2017 Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec 2018 2019

Schedule for Keeley, Scott, March 2018

25 February	26 Mo	27 Tu	28 We	1 March	2 Fr	3 Sa
	PL Endo, 8a-12p PL Endo, 1p-4p	Admin Time, 8a-12p BL CL 2 RMS, 1p-4p	PL CL 2 RMS, 8a-12p PL Endo, 1p-4p	CHN CL 2 RMS, 8a-12p CHN CL 2 RMS, 1p-4p	Keeley PDO, 8a-6p	
4 March	5 Mo	6 Tu	7 We	8 Th	9 Fr	10 Sa
	BL Endo, 8a-12p BL CL 2 RMS, 1p-4p	Admin Time, 8a-12p BL Endo, 1p-4p	BL Endo, 8a-12p BL CL 2 RMS, 1p-4p	BL Endo, 8a-12p BL Endo, 1p-4p	EA Endo, 8a-12p EA Endo, 1p-4p	
11 Su	12 Mo	13 Tu	14 We	15 Th	16 Fr	17 Sa
	CHN CL 2 RMS, 8a-12p CHN CL 2 RMS, 1p-4p	Admin Time, 8a-12p BL Endo, 1p-4p	BL Endo, 8a-12p BL CL 2 RMS, 1p-4p UHI WEEK NIGHT CALL, 5p-8a	BL Endo, 8a-12p BL Endo, 1p-4p	BL Endo, 8a-12p BL Endo, 1p-4p	
18 Su	19 Mo	20 Tu	21 We	22 Th	23 Fr	24 Sa
	BL Endo, 8a-12p BL CL 2 RMS, 1p-4p	BL CL 2 RMS, 8a-12p BL Endo, 1p-4p	BL Endo, 8a-12p BL CL 2 RMS, 1p-4p	BL Endo, 8a-12p BL Endo, 1p-4p	Keeley PDO, 8a-6p	
25 Su	26 Mo	27 Tu	28 We	29 Th	30 Fr	31 Sa
	Keeley PDO, 8a-6p	Keeley PDO, 8a-6p	Keeley PDO, 8a-6p	Keeley PDO, 8a-6p	Keeley PDO, 8a-6p	

Contact ProviderRequests@mngastro.com if you have questions. Schedule last updated Mar 1 13:14 2018. 2018 (16-18) *lena.jenneman*
 * 7/28/17 G# 1

Sync to [Google calendar](#), [Apple iCal](#), [iPhone](#), [Outlook](#) ...

Download month as [iCal](#) / [ics events](#) or [vCal](#)

Step 5: Copy the URL found in the pop-up box.

Amion Calendar Subscription

With a special subscription URL, you can configure Google Calendar, Apple's iCal, the iPhone, and other calendars to pull your shifts from Amion.

Here's the subscription URL for

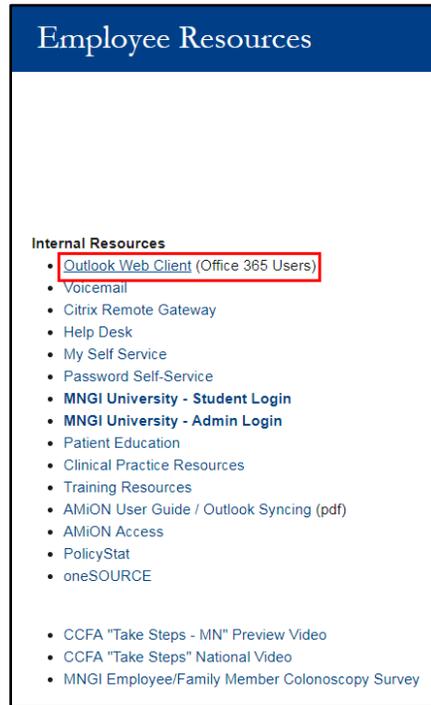
<http://www.amion.com/cgi-bin/ocs?Vcal=7.764&Lo=mngicall&Id=7775>

Click and drag with the mouse to select the entire URL and copy it to the Clipboard. Go to your calendar and find the option for subscribing to other calendars. Paste in the URL and you should be done!

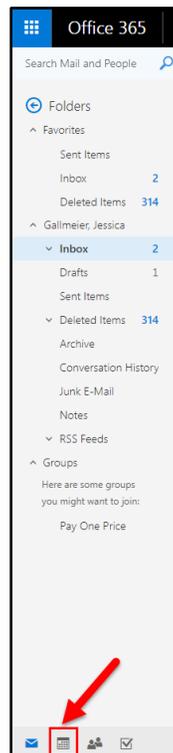
Click below for instructions specific to your calendar or device:

[Google calendar](#)
[iCal](#)
[iPhone](#)
[iPod or iPad](#)
[Outlook](#)
[Zimbra](#)

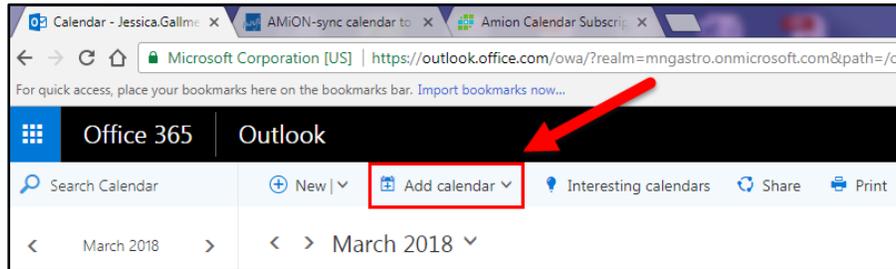
Step 6: Navigate to the “Employee Resources” section of the MNGI website and launch “Outlook Web Client (Office 365 Users)”.



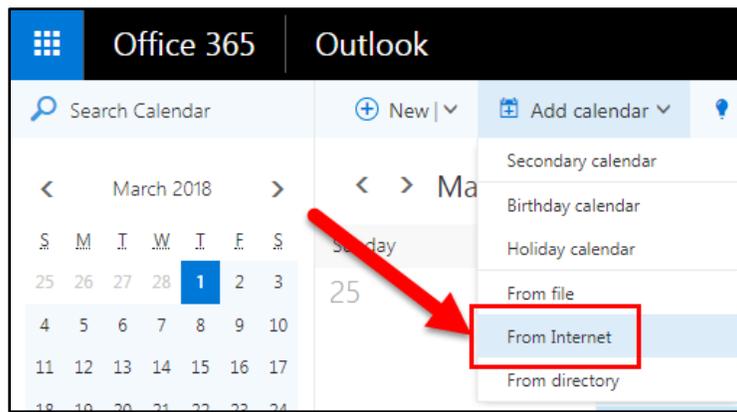
Step 7: Once logged into Office 365, look at the bottom left corner of the screen and click on the calendar icon.



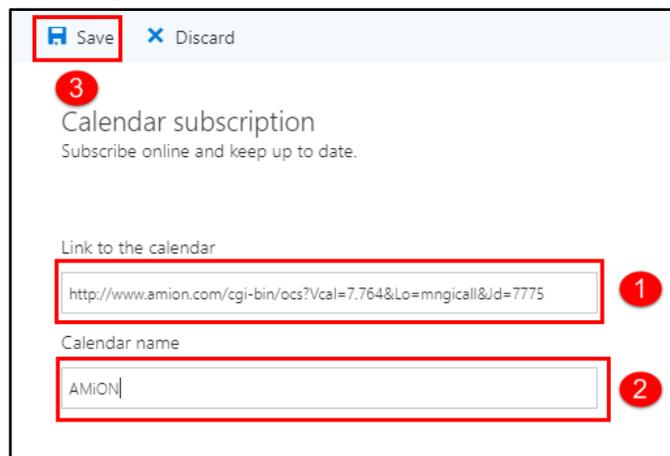
Step 8: Click on “Add calendar” near the top of the screen.



Step 9: Highlight and click on “From Internet” to launch a pop-up window.



Step 10: In the pop-up window on the right side of the screen, first paste the AMiON link into the “Link to the calendar” field. Second, name the calendar in the “Calendar name” field. Finally click on “Save” to add the calendar.



Step 11: You will now see your AMiON calendar populated on your Office 365 calendar.

< > March 2018 ▾

AMION

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26 8a PL Endo, 8a-12p 1p PL Endo, 1p-4p	27 8a Admin Time, 8a-12p 1p BL CL 2 RMS, 1p-4p	28 8a PL CL 2 RMS, 8a-12p 1p PL Endo, 1p-4p	Mar 1 [☀] 8a CHN CL 2 RMS, 8a-12p 1p CHN CL 2 RMS, 1p-4p	2 [☀] 8a Keeley PDO, 8a-6p	3 [☀]
4 [☀]	5 [☁] 8a BL Endo, 8a-12p 1p BL CL 2 RMS, 1p-4p	6 8a Admin Time, 8a-12p 1p BL Endo, 1p-4p	7 8a BL Endo, 8a-12p 1p BL CL 2 RMS, 1p-4p	8 8a BL Endo, 8a-12p 1p BL Endo, 1p-4p	9 8a EA Endo, 8a-12p 1p EA Endo, 1p-4p	10
11	12 8a CHN CL 2 RMS, 8a-12p 1p CHN CL 2 RMS, 1p-4p	13 8a Admin Time, 8a-12p 1p BL Endo, 1p-4p	14 8a BL Endo, 8a-12p 1p BL Endo, 1p-4p 5p UHI WEEK NIGHT CALL, 5p-†	15 12a UHI WEEK NIGHT CALL, 5p- 1p BL Endo, 1p-4p	16 8a BL Endo, 8a-12p 1p BL Endo, 1p-4p	17
18	19 8a BL Endo, 8a-12p 1p BL CL 2 RMS, 1p-4p	20 8a BL CL 2 RMS, 8a-12p 1p BL Endo, 1p-4p	21 8a BL Endo, 8a-12p 1p BL CL 2 RMS, 1p-4p	22 8a BL Endo, 8a-12p 1p BL Endo, 1p-4p	23 8a Keeley PDO, 8a-6p	24
25	26 8a Keeley PDO, 8a-6p (7/28/17)	27 8a Keeley PDO, 8a-6p	28 8a Keeley PDO, 8a-6p	29 8a Keeley PDO, 8a-6p	30 8a Keeley PDO, 8a-6p	31

Step 12: Please note that the full calendar *may take time to sync* and display on your iPhone.

