

Calendar Sync (Providers, Scheduled Users)

Updated: 5.2024

Purpose: To provide an overview of the Calendar Sync Function to sync your QGenda schedule with your personal calendar.


Content:

- [Calendar Sync Process \(page 1-2\)](#)
- [QGenda Learning Resources \(page 2\)](#)

Calendar Sync:

1. This function must be done on the desktop computer.
2. If you do not have the Sync button, you are a non-scheduled user and therefore do not have a schedule in QGenda to sync to a calendar.
3. Sync Options:
 - a. **Option 1:** Sync to a personal calendar. This is available for employed and independent providers. Select Sync and follow the instructions within the app.



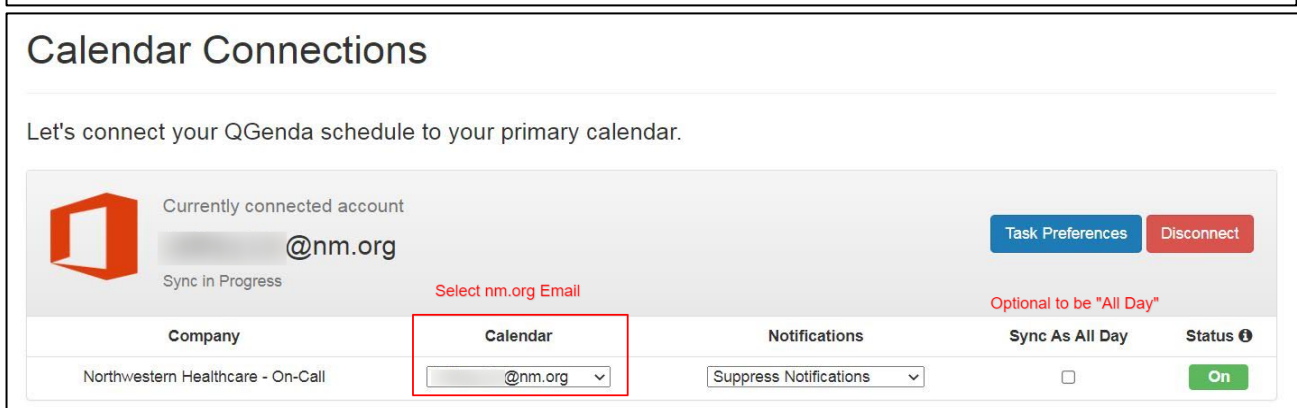
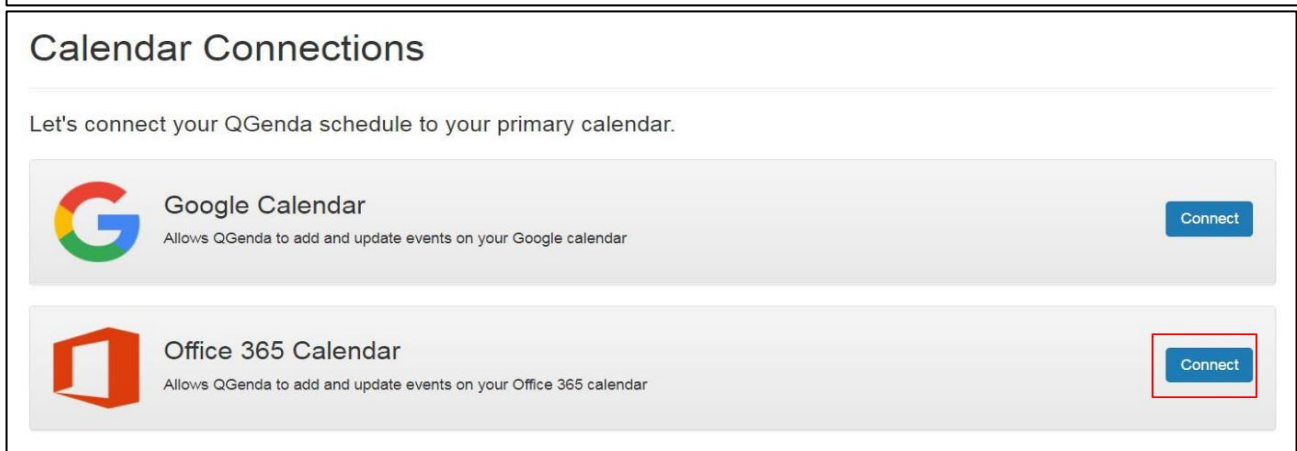
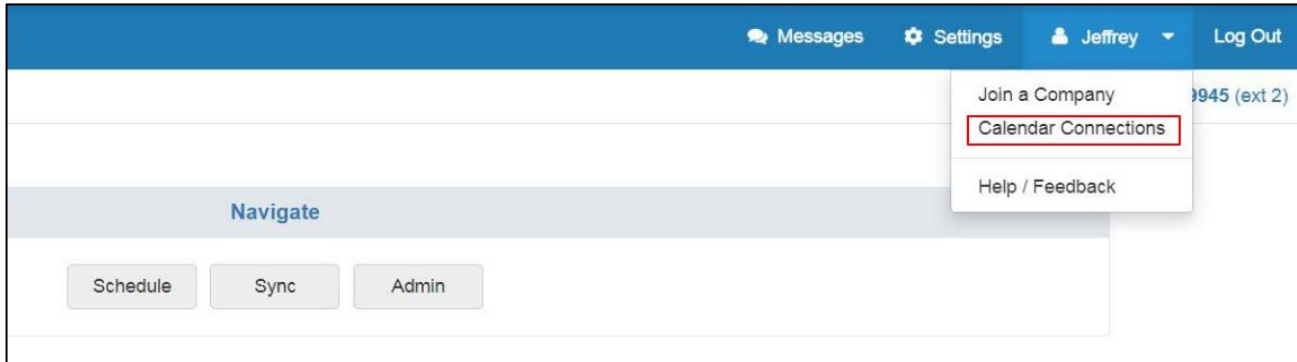
 **Sync Calendar** ✕

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:

- b. **Option 2:** Sync to the NM Outlook calendar. Available to NM employed providers. You will show as “busy” in Outlook when you are on-call. Select Calendar Connections and follow the prompts.



QGenda Learning Resources:

- Additional information on calendar sync can be found in Qgenda.
- Go to Qgenda.com, and select the Schedule tab.
- Click the [Help Center](#) in the upper right, select the “Calendar Sync” tile.