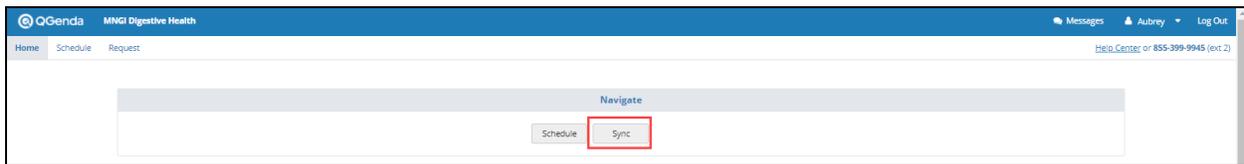


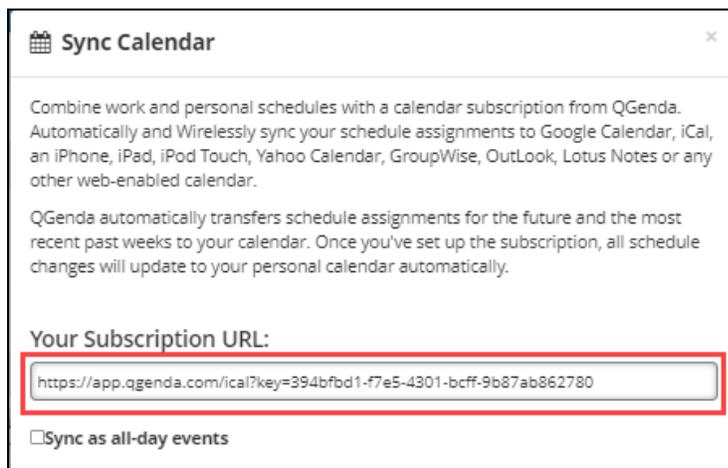
QGenda – Syncing to Outlook Calendar

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

Step 2: Click 'Sync'.



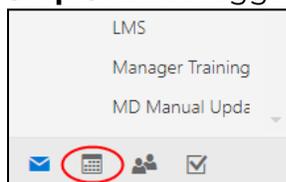
Step 3: Copy the URL found in the pop-up box.



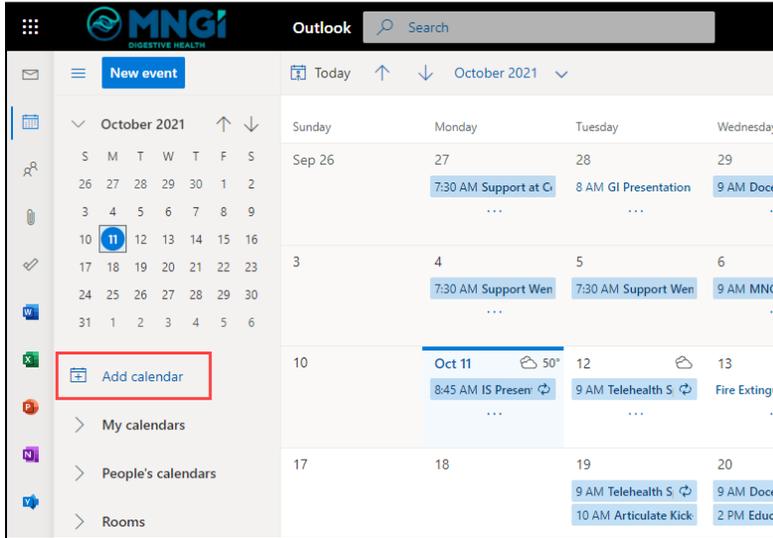
Step 4: Navigate to the Employee Resources section of the MNGI website and launch 'Outlook Web Client (Office 365 Users)'.



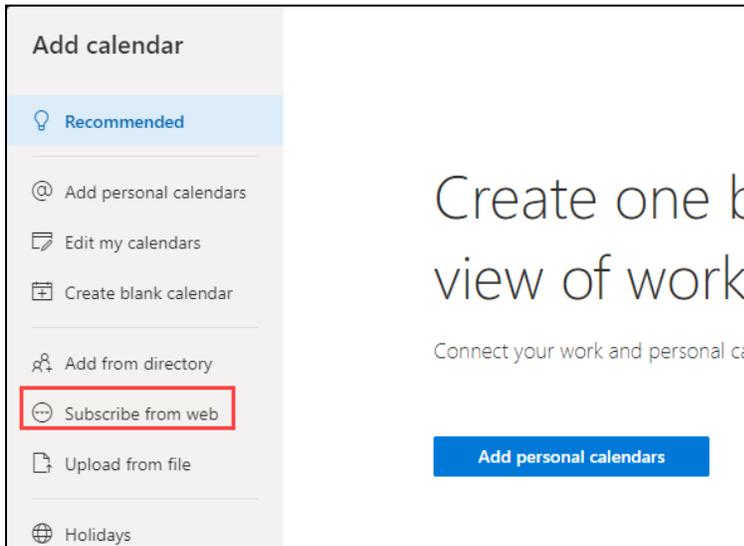
Step 5: Once logged into Office 365, click on the calendar icon.



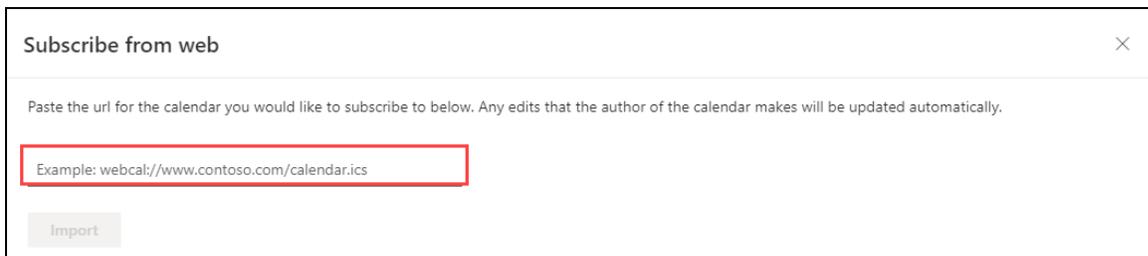
Step 6: Click 'Add calendar'.



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

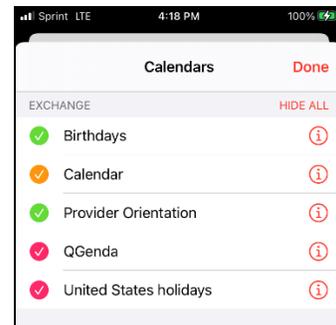
Charm

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.



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