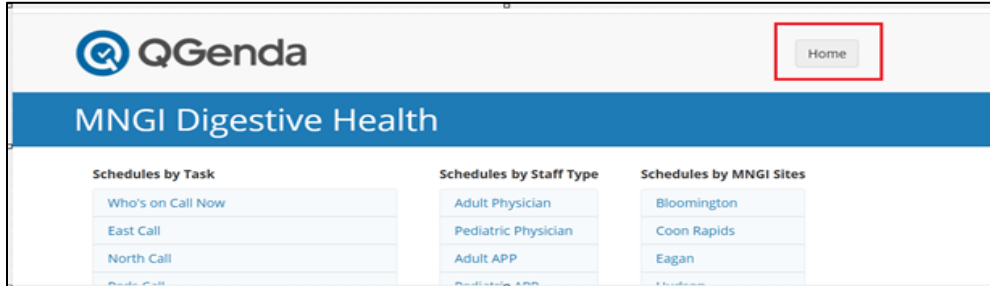


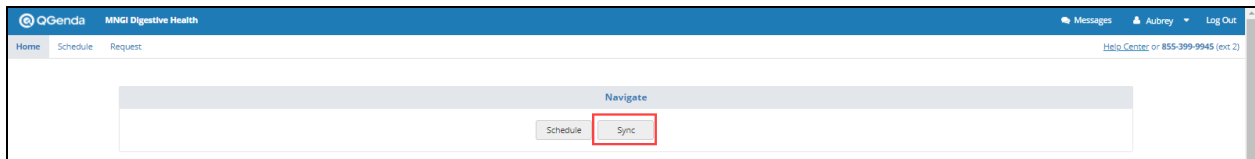
QGenda – Syncing to Outlook Calendar

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

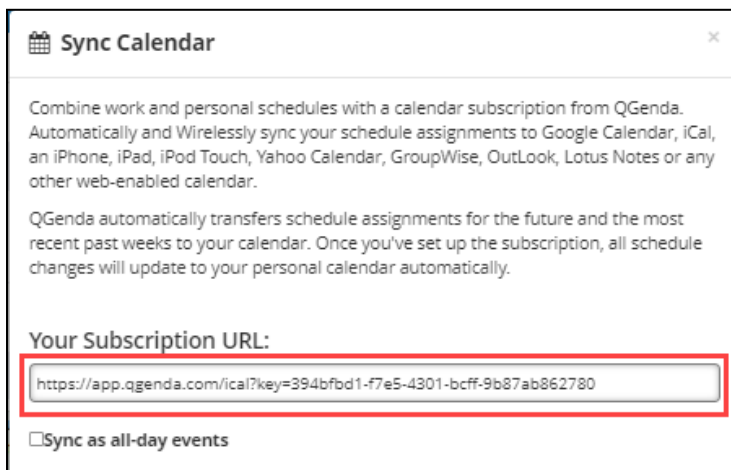
Step 2: Click on “Home” in the top right corner.



Step 3: Click 'Sync'.



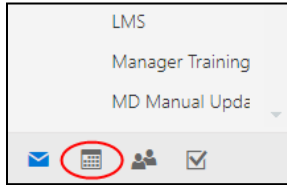
Step 4: Copy the URL found in the pop-up box.



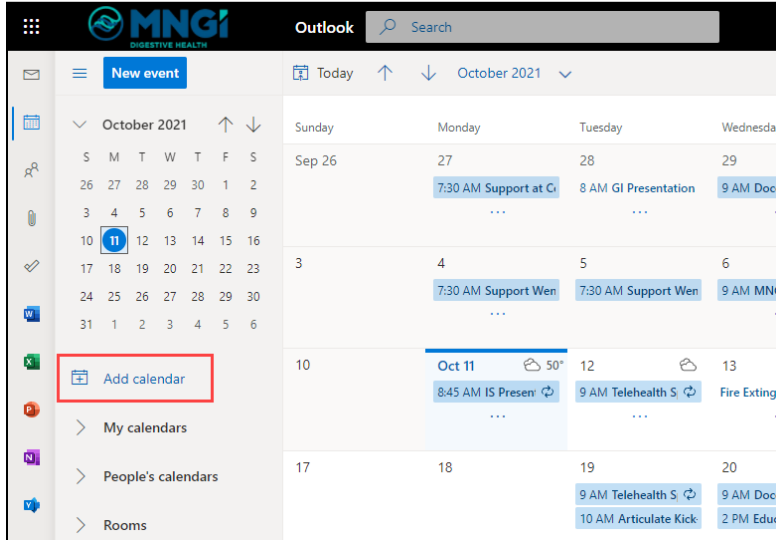
Step 5: Navigate to the Employee Resources section of the MNGI website and launch 'Outlook Web Client (Office 365 Users)'.



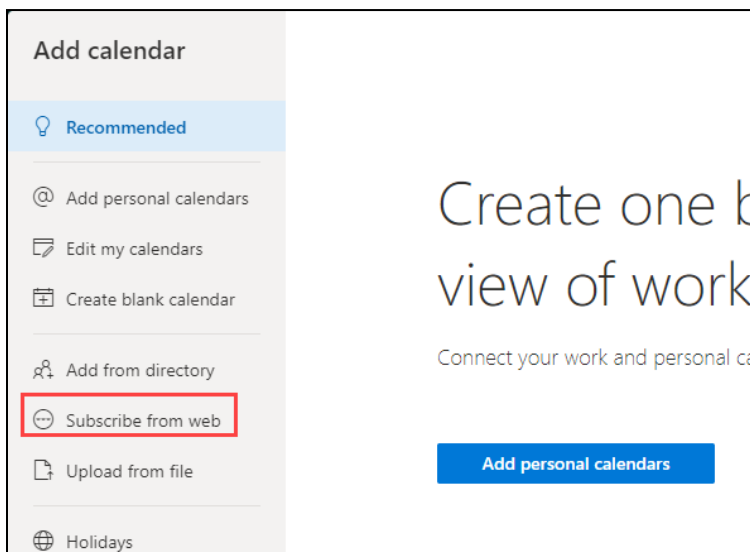
Step 6: Once logged into Office 365, click on the calendar icon.



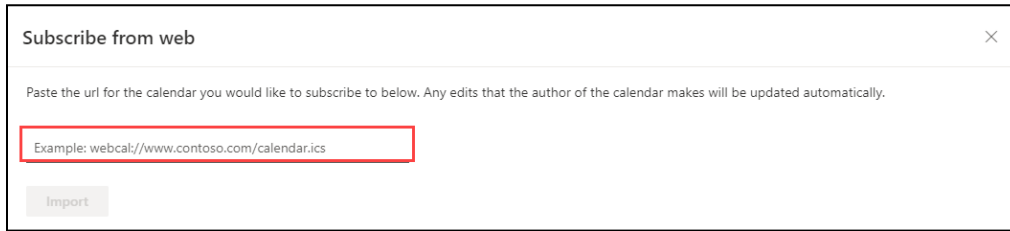
Step 7: Click 'Add calendar'.



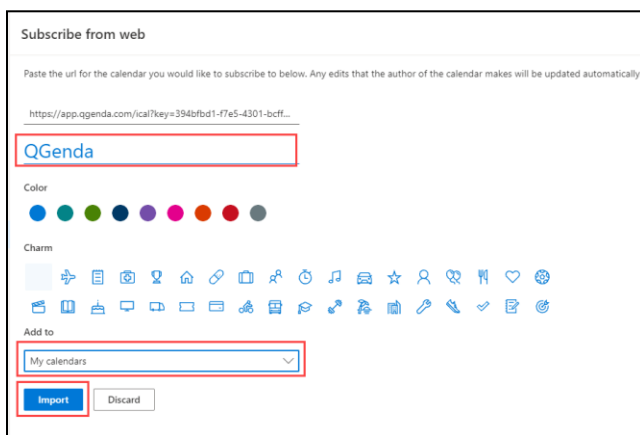
Step 8: Select 'Subscribe from web/internet'.



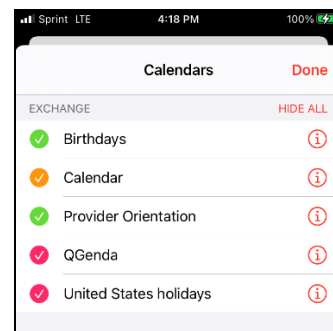
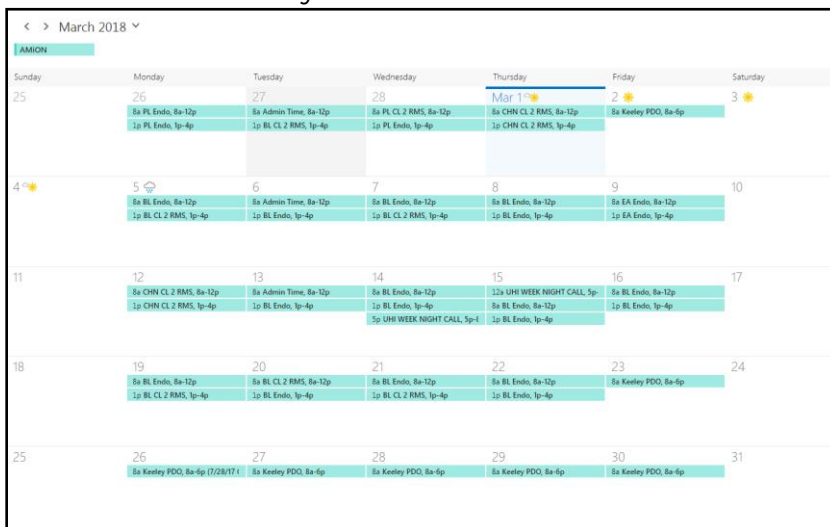
Step 9: In the pop-up window, paste the QGenda url into the field.



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



Step 11: 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.