



Enabling QGenda to Outlook Calendar Connection

Following the steps below will connect your QGenda schedule to your Outlook calendar.

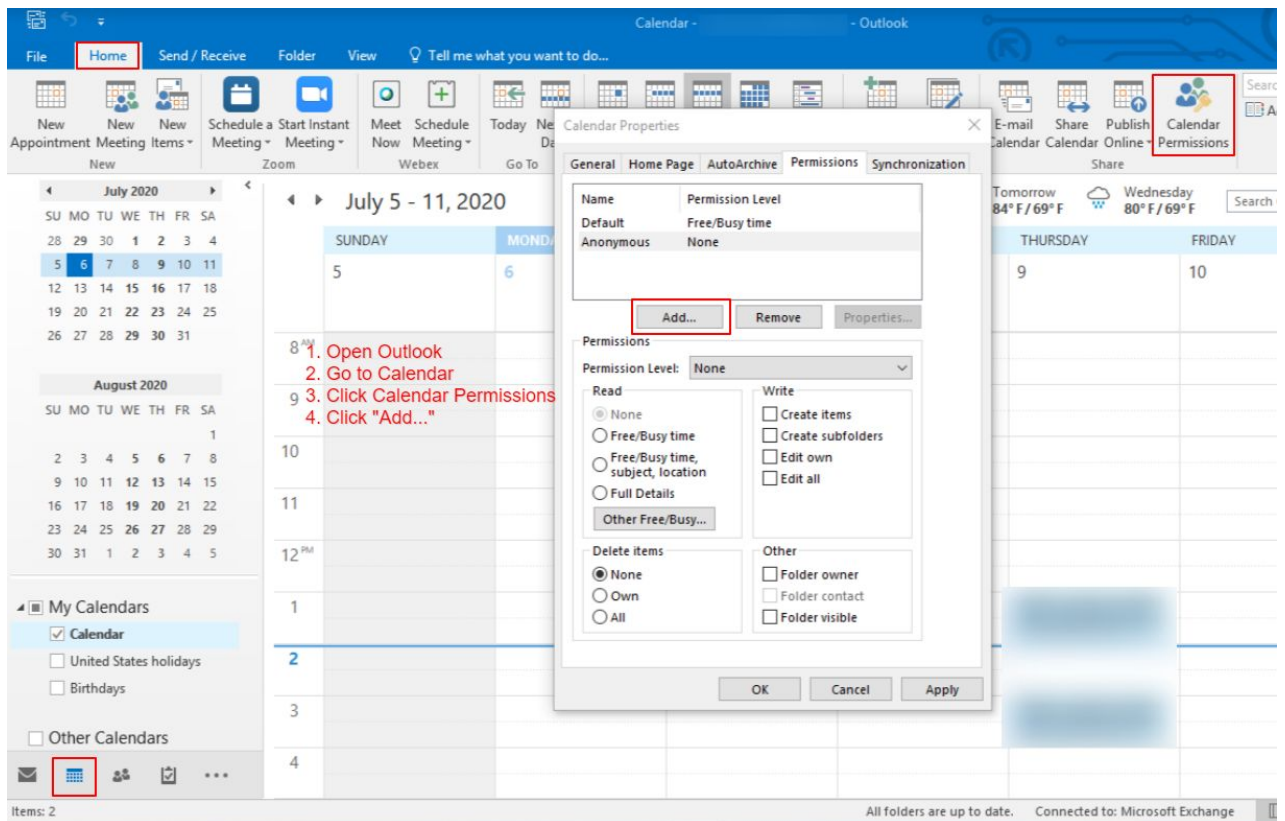
Why would I want to do this?

- QGenda schedule pushes to Outlook calendar for consolidated schedule viewing and busy search
- Near real time connection so updates in QGenda push to Outlook almost instantaneously

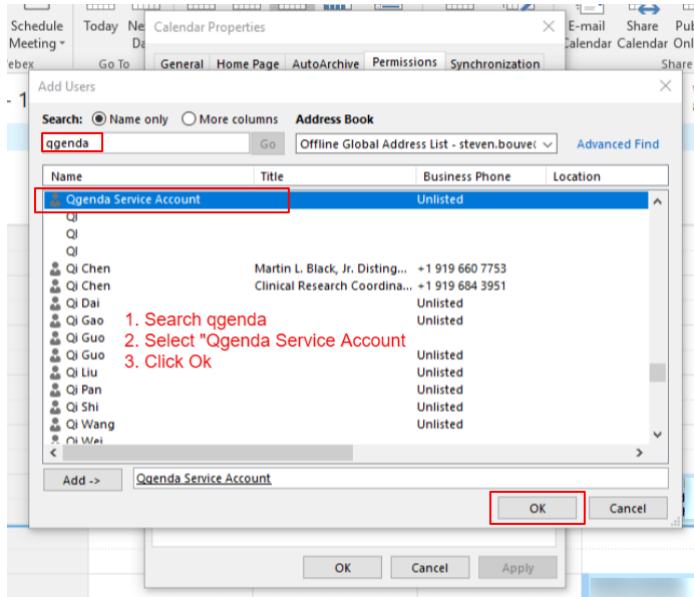
The Outlook Calendar Connection can be done with either the Outlook Desktop Application or Outlook Website. Both sets of instructions are included below. Web Application instructions start on Page 4.

Outlook Desktop Application:

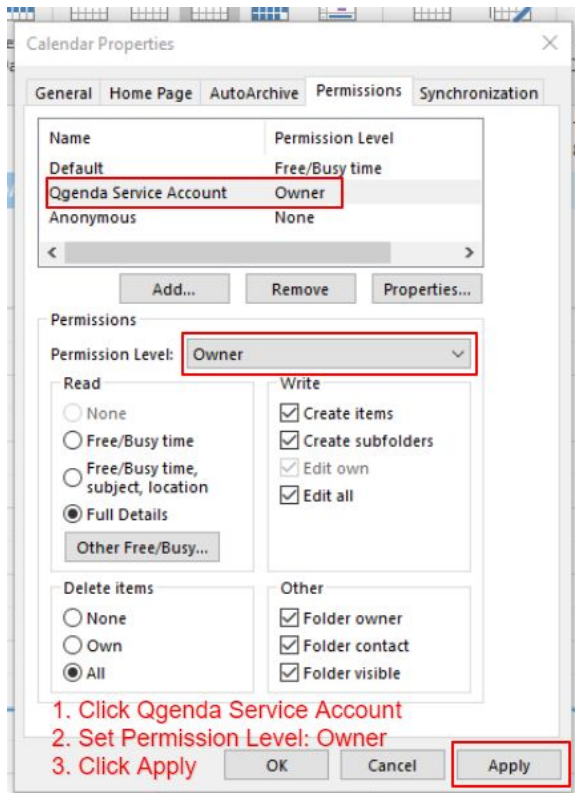
1. Open Outlook, Go to Calendar, Click Calendar permissions, then Click “Add...”



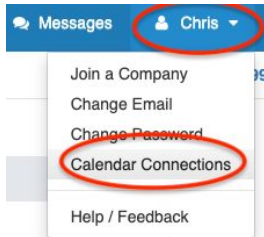
- In the window that opens, type “qgenda”, Select “Qgenda Service Account” then click “Ok”



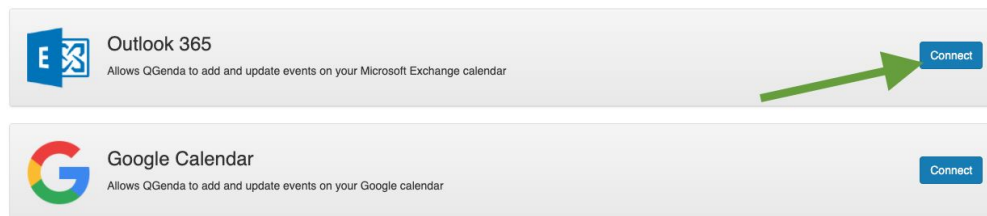
- In the next window click Qgenda Service Account, make sure the Permission Level is Owner, then Click Apply. You can now close out of this window.



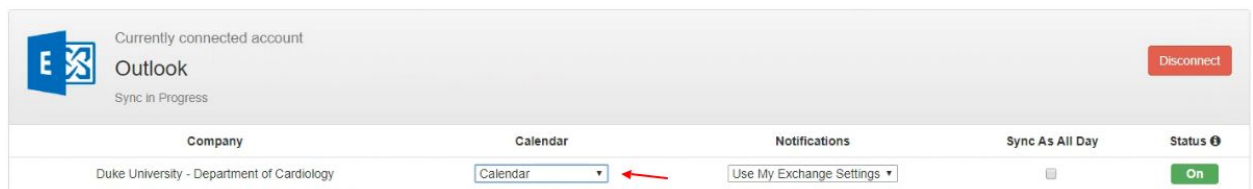
- Now we will connect the calendar from QGenda. Log into app.qgenda.com/login
- Click on your **name** in the top right corner and select **Calendar Connections**



- Click **Connect** on **Outlook 365**



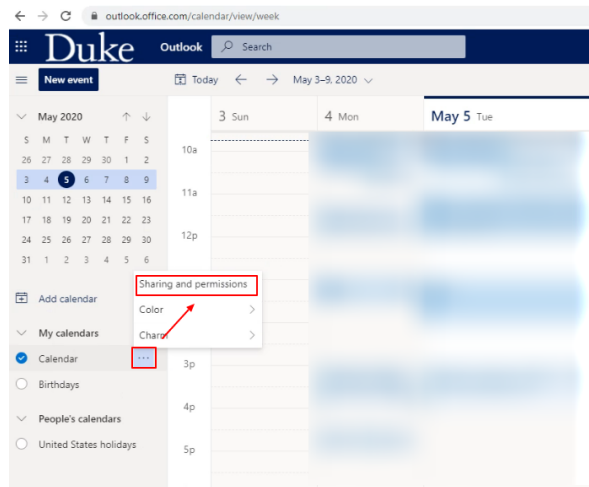
- Select **Calendar** in the drop down underneath the Calendar header



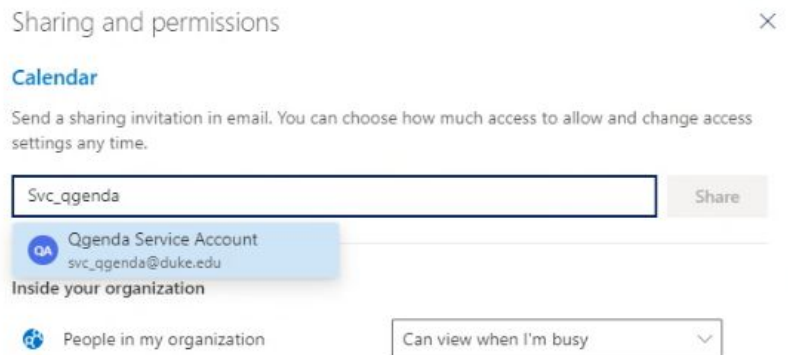
- QGenda will now sync with Outlook. The initial sync may take about 15-30 minutes, but after that it should update in near real-time. This page can be refreshed to see if the Sync is still in progress or it can be closed. Entries should appear in Outlook now!

Outlook Website:

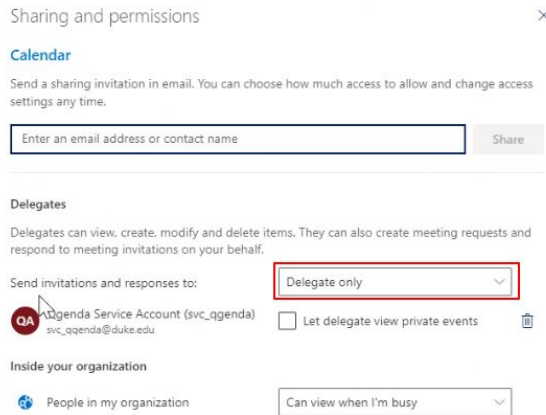
1. Go to outlook.office.com and login with Duke credentials.
2. Go to Outlook Calendar and under “My calendars” and “Calendar” click the “...” and click “Sharing and permissions”



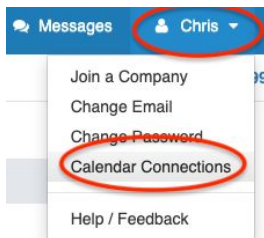
3. In the window that opens, type of “svc_qgenda@duke.edu” then click “Share”



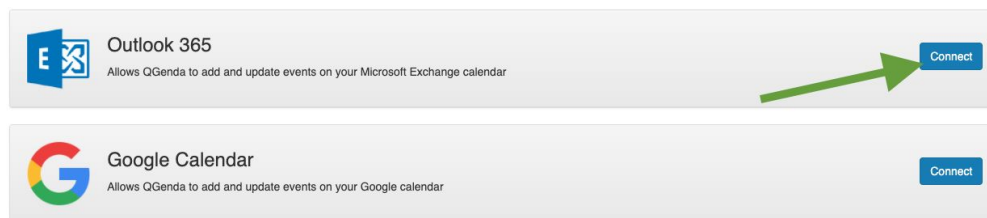
- Click on the dropbox next to “Send invitations and responses to:” and select “Delegate only”



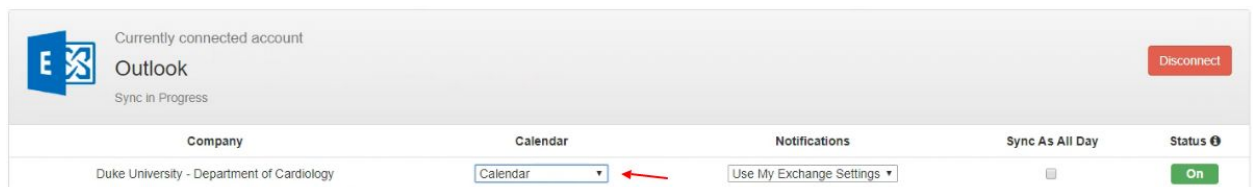
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