

Calendar Sync

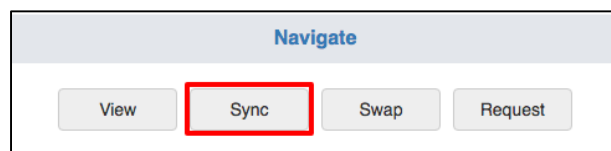
Combine work and personal schedules with a calendar subscription from QGenda.

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.

Getting Started

Log into QGenda on a desktop or mobile device and go to the company home screen. If you are logging into QGenda using a mobile device, do not use the QGenda app for this process, please use the mobile site by typing QGenda.com into your internet browser. Once logged in, you should see a sync button much like the picture below:



If you do not have the 'Sync' button, this means you are a non-scheduled user in QGenda. Please contact your administrator if you are indeed a scheduled user of QGenda.

Click on the 'Sync' button and a pop-up box will appear with a unique subscription URL specific to you. Below is just an example of a subscription URL.

Your Subscription URL:

 Sync as all-day events

Sync

iPhone/iPad/iPod Touch

Part 1 - Copying the URL

1. [Click Here](#) to send yourself an email with your "Subscription URL". If you are using the device to which you wish to sync your calendar proceed directly to Step 4.
2. Wait to proceed until you've received the email on your iPhone, iPad, or iPod.
3. While on your iPhone/iPad/iPod open the email and find the URL.
4. Hold a finger on the subscription URL until a Copy box appears and select copy.

Part 2 - Subscribing to the URL

1. From the home screen, choose Settings (the gears icon).
2. Select "Accounts & Passwords" -> Add Account -> Other -> Add Subscribed Calendar.
3. If you copied the URL from part 1, hold a finger on the Server field and select paste.
4. Otherwise, type the URL from the shaded blue section above into the Server box.
5. Hit Next in upper right and then Save.

Apple Calendar

1. Open Apple Calendar.
2. Go to the File menu and select New Calendar Subscription...
3. Paste or enter in the URL from the section above titled "Your Subscription URL"
4. Click Subscribe and enter a name for the calendar, e.g. "QGenda"
5. Set the refresh rate to one day. Please avoid very short refresh times.

Google Calendar and Android Devices

1. Log into your Google calendar
2. At the bottom of the Other calendars section on the left, click Add / Add by URL.
3. Paste or enter in the URL from the section above titled "Your Subscription URL"
4. Click Add Calendar.

Yahoo Calendar

1. Log into your Yahoo calendar
2. Click on the "+" sign located next to Calendars on the menu on the left.
3. Select "Subscribe to Calendar".
4. Paste or enter in the URL from the section above titled "Your Subscription URL"
5. Select "Next" on the top menu. Select "Save" on the top menu.

Yahoo Calendar does not check QGenda for updates each time you log in or refresh the display. Yahoo syncs with QGenda and other subscription calendars a few times a day. Several hours can pass before changes in QGenda appear in your Yahoo calendar.

Outlook 2007

1. Open Outlook
2. On the Tools menu, click Account Settings, and then click the Internet Calendars tab. Click New.
3. Paste or enter in the URL from the section above titled "Your Subscription URL". Click Add.
4. Where it says "Folder Name" enter the name of the calendar.
5. Check the Update Limit box to allow updates every 4 hours.
6. Click Ok, then Click Close.

Note: Outlook 2003 is not supported.

Outlook 2010

1. Open Outlook
2. Click the "Home" tab
3. Click the "Open Calendar" icon
4. Select "From Internet"
5. Paste or enter in the URL from the section above titled "Your Subscription URL"
6. Click "OK"

Outlook 2013

1. Open Outlook
2. Click File > Account Settings
3. Click on the Internet Calendars tab and then click New
4. Paste or enter in the URL from the section above titled "Your Subscription URL"
5. Click "Add"
6. Next enter the name of the calendar in the Folder Name box and click "OK"

Outlook 2016

1. Open Outlook 2016
2. Go to the Home Tab and click the "Open Calendar" dropdown. Select "From Internet"
3. Paste your internet subscription calendar URL in the field. Click "OK".
4. Click "Yes" that you want to add this calendar to Outlook and subscribe to updates.
5. You can view your calendar side by side or in "Overlay Mode" via View Tab > Click "Overlay Mode"

Outlook 365

1. Open Outlook 365
2. Open the Calendar page
3. Click on the "Add Calendar" from the drop down at the top
4. Select "From Internet" from the options list
5. Paste or enter in the URL from the section above titled "Your Subscription URL" and name the calendar
6. Click "Save"

Lotus Notes

1. Open Lotus Notes Calendar
2. Click Show Calendars
3. Click "Add a Calendar"
4. In the drop down labeled "Add" select iCalendar Feed.
5. Give the calendar a name under Label. ie "Work Schedule"
6. In the text box labeled "URL" paste or enter your URL from the section above titled "Your Subscription URL"
7. Check the box "View this Calendar when offline"
8. Click Ok.

Lotus Notes Calendar does not check QGenda for updates each time you log in or refresh the display. Lotus syncs with QGenda and other subscription calendars a few times a day. Several hours can pass before changes in QGenda appear in your Lotus Notes calendar.

GroupWise

1. Open your GroupWise calendar program.
2. Right click on Calendar and Select "Subscribe"
3. In the text box labeled Location paste or enter your URL from the section above titled "Your Subscription URL"
4. In the text box labeled folder name give the calendar a name. ie "Work Schedule"
5. For the drop down box labeled Update Frequency select Daily.
6. Click Subscribe and your calendar information will automatically sync with your GroupWise Calendar.

GroupWise Calendar does not check QGenda for updates each time you log in or refresh the display. GroupWise syncs with QGenda and other subscription calendars a few times a day. Several hours can pass before changes in QGenda appear in your GroupWise calendar.