



Sync a QGenda Schedule with Outlook 365

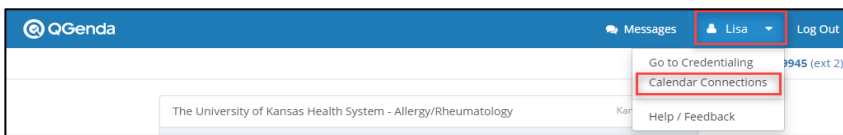


QGenda is a scheduling and resource management program for providers. The QGenda schedule can sync with other calendars for consolidated schedule viewing and busy searching.

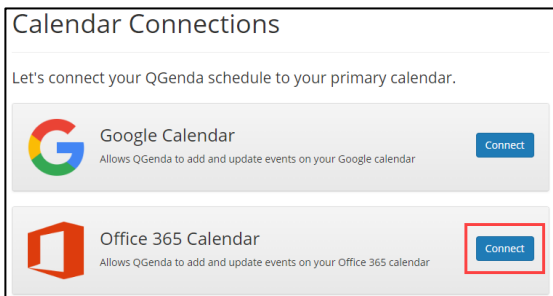
Sync to Primary Outlook 365 Calendar (username@kumc.edu calendar)

QGenda can automatically push your clinical schedule to your primary Outlook calendar. This is a near real-time connection so updates in QGenda push to Outlook almost instantly.

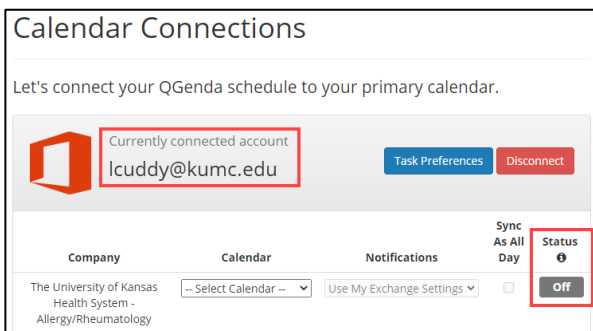
1. Go to <https://login.qgenda.com/> and enter your **@kumc.edu email** If prompted, log in to the TUKHS sign-in page with your **network username** (nothing before or after your username: e.g., "cturk42") and **password**.
2. Click your name in the top right corner and select **Calendar Connections**.



3. Click Connect beside the Office 365 Calendar.

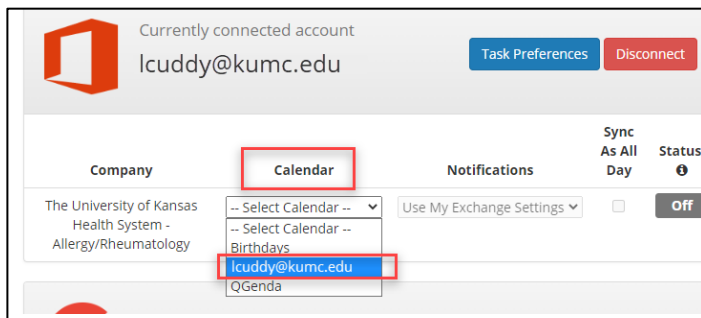


4. On the Microsoft sign-in page, if presented, select your **@kumc.edu account**. Otherwise, enter your **@kumc.edu email**, click **Next**, and enter your **KUMC network credentials**.
5. A **Currently connected account** with your **@kumc.edu email** will appear, but the status will be **Off**.



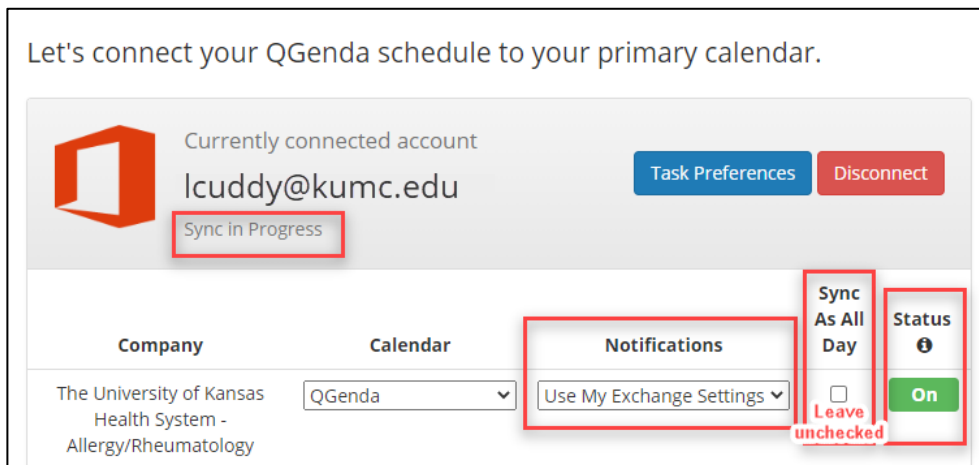
IMPORTANT: The following step to select a calendar must be completed to finish syncing your calendar. If you want to sync to a separate Outlook calendar other than your regular calendar, skip to [Sync to an Alternate Outlook 365 Calendar](#) below.

6. To sync with your primary Outlook 365 calendar, click the Select Calendar dropdown and select your @kumc.edu email. QGenda will sync with your regular Outlook calendar.

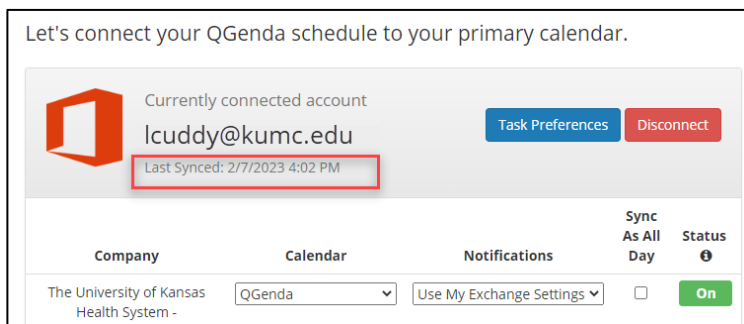


7. A **Sync in Progress** message will appear, and the Status will be **On**. Syncing may take several hours to complete.

- If you prefer to receive notifications for every QGenda item, leave Notifications set to **Use My Exchange Settings** – otherwise select **Suppress Notifications**.
- **HITS does not advise** selecting Sync As All Day – doing so will hide exact schedule times.



After syncing is successful, a **Last Synced** message will appear.



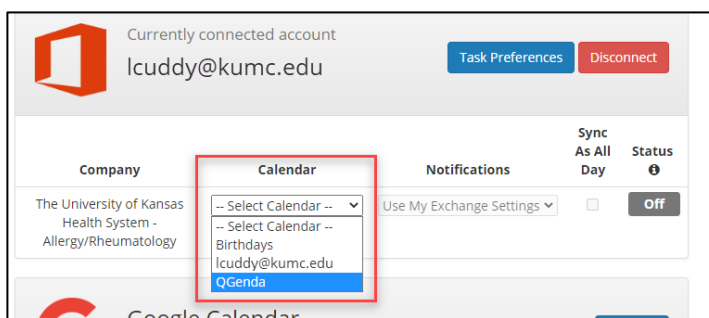
Sync to an Alternate Outlook 365 Calendar

Instead of syncing QGenda with your primary @kumc.edu Outlook calendar, you may also create a separate calendar within Outlook to sync with QGenda. Benefits and caveats include:

- Business and academic calendar items are separated from clinical duties, reducing clutter.
- QGenda events can be set to a different color than your primary calendar, making it easier to quickly isolate clinical responsibilities in Outlook, Outlook mobile, webmail, or the default calendar app on a personal mobile device.
- Caveat: Others viewing your calendar or free/busy time will not see your clinical schedule.

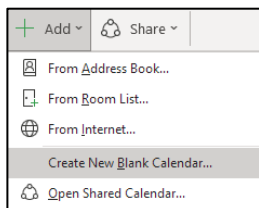
To setup QGenda sync to an alternate calendar, follow the [above instructions](#) through [Step 5](#).

1. Click the **Calendar dropdown**, and if you already have created an appropriate calendar (such as “QGenda”), select it and return to [Step 7](#) above.

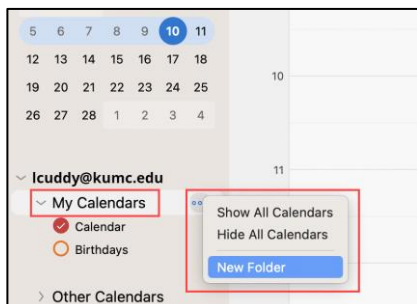


2. If you do not see an alternate calendar option after clicking **Select Calendar**, you must create a new calendar in Outlook or webmail (<https://mail365.kumc.edu/>).
 - a. Open **Outlook** or **webmail** and go to your **calendar**.

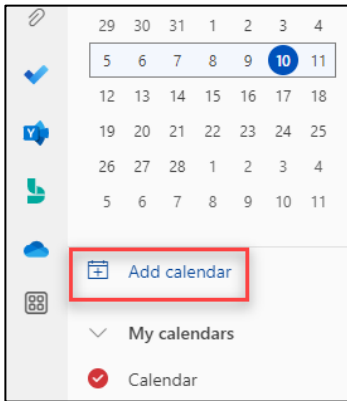
- **PC Outlook:** At the top right, click **+Add > Create New Blank Calendar** (this may be hidden inside a three dot (...) menu).



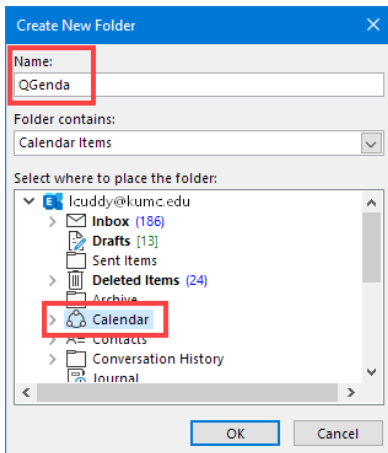
- **Mac Outlook:** On the left next to **My Calendars**, click the **three dot (...)** menu > **New Folder**, and name the untitled folder “**QGenda**”. Proceed to [Step 3](#) below.



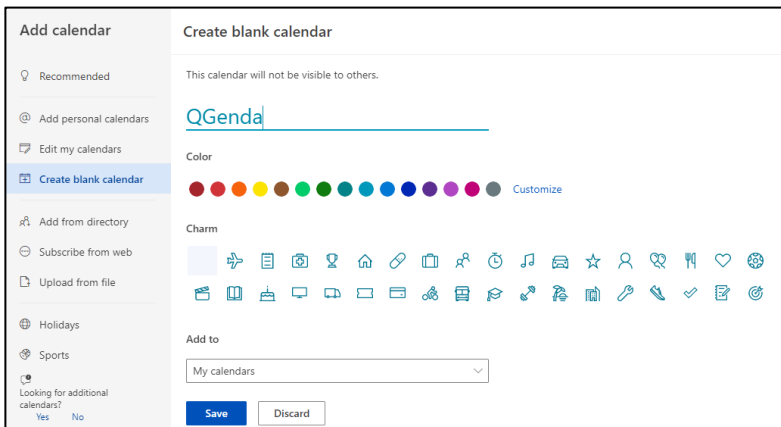
- **Webmail:** On the left, click **Add calendar** and select **Create blank calendar**.



- **PC Outlook:** Name the calendar “**QGenda**” (the other settings should default to “Calendar Items” and “Calendar”). Click **OK**.

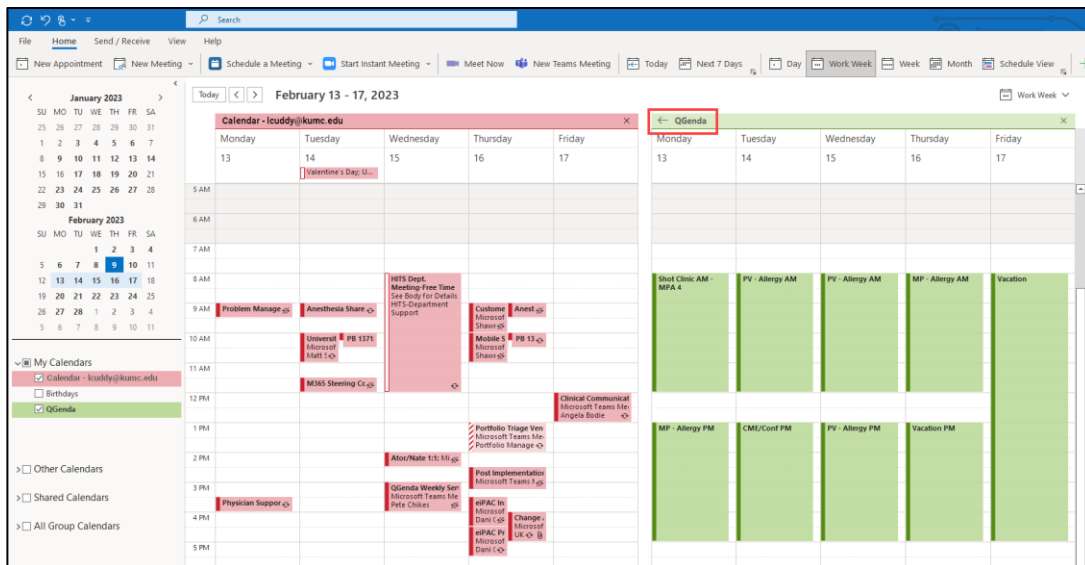


- **Webmail:** Name the calendar “**QGenda**”, select a color and charm, add to **My calendars**, click **Save**, then exit the pop-up via the “X” at the top right.

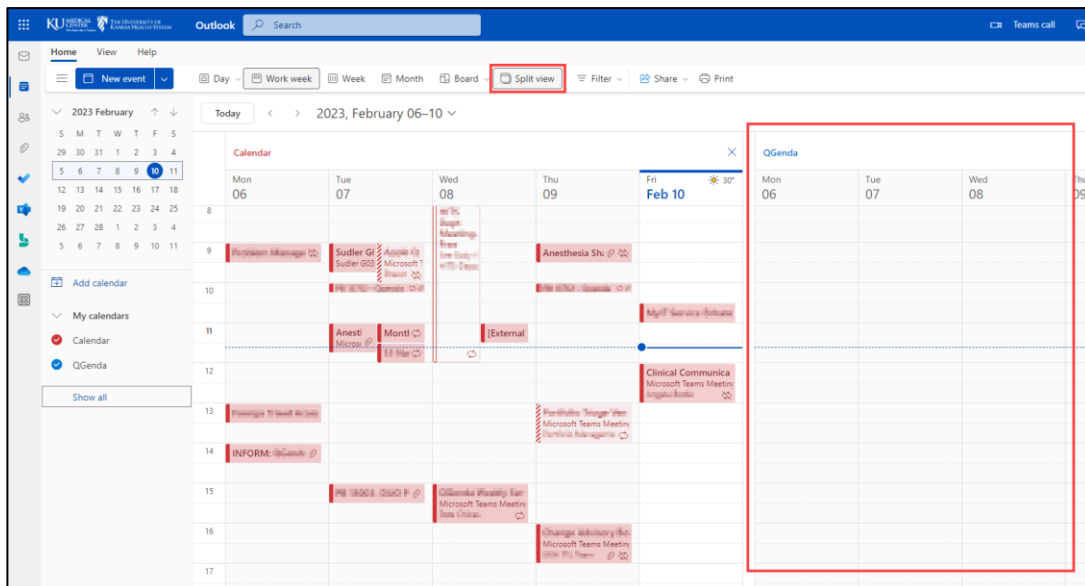


3. View the new calendar.

- **PC/Mac Outlook:** A blank new calendar will appear next to your existing calendar. Click the ← arrow at the top of the new calendar to overlay with your existing calendar. Click the → arrow to view each calendar separately.



- **Webmail:** A blank new calendar will appear next to your existing calendar. Click **Split view** at the top to toggle between overlay and split views.



4. Return to [Step 6](#) in the QGenda instructions above and select the newly created **QGenda** calendar to complete the sync. The new calendar should appear within a few minutes. You may need to refresh the QGenda page.

Once QGenda has successfully synced with Outlook, your calendar should look similar to the screenshot on the page below (overlay mode is shown).

The screenshot displays a Microsoft Outlook calendar interface. At the top, there is a search bar and navigation tabs for 'File', 'Home', 'Send / Receive', 'View', and 'Help'. Below the navigation, there are buttons for 'New Appointment', 'New Meeting', 'Schedule a Meeting', 'Start Instant Meeting', 'Meet Now', and 'New Teams Meeting'. The main calendar area shows a weekly view for 'February 13 - 17, 2023'. The calendar includes various events such as 'Shot Clinic AM - MPA 4', 'PV - Allergy AM', 'Anesthesia', 'University - 1 Microsoft Tea', and 'Vacation'. The interface also shows navigation options like 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', and 'Schedule'. On the left side, there is a sidebar with 'My Calendars' and a list of calendars including 'Calendar - lcuddy@kumc.edu' and 'QGenda'.

FOR MORE INFORMATION CONTACT:

- [Health System Help Desk](#) | HITS_ServiceDesk@kumc.edu | Phone 913-945-9999