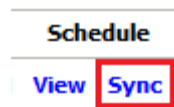


QGenda.com – Subscribing to Sync URL using Outlook Web App

Combine work and personal schedules with a calendar subscription from QGenda. Automatically and wirelessly sync your schedule assignments to Google Calendar, iCal, iPhone/ iPod Touch Calendars, 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.

"Your Subscription URL" will sync your personal assignments to any of the calendar types listed below. **To locate "Your Subscription URL" please log into QGenda.com with your personal account and click the link called "Sync".**



Instructions for various calendar types:

Google Calendar

- 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.

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

iPhone or iPod Touch

Part 1 - Copying the URL

- 1) Send yourself an email with your "Subscription URL".
- 2) Wait until you've received the email on your iPhone or iPod.
- 3) Open the message and find the URL.
- 4) Hold a finger on the green 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 "Mail, Contacts, Calendars" -> 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 the upper right corner and then Save.

Apple iCal

- 1) Open iCal.
- 2) Go to the Calendar menu and select Subscribe.
- 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.

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 Users (Note: Outlook 2003 is not supported)

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

Outlook 2010 Users

- 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 Web App

- 1) Log in to QGenda.com and open your "Sync" link.
- 2) Copy "Your Subscription URL".
- 3) Open Outlook Web App.
- 4) Right-Click on "Other Calendars" and click "Add Calendar...".
- 5) On the "Add Calendar" screen that appears, paste your URL into the "Calendar URL:" field.

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, e.g. "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, e.g. "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.