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.

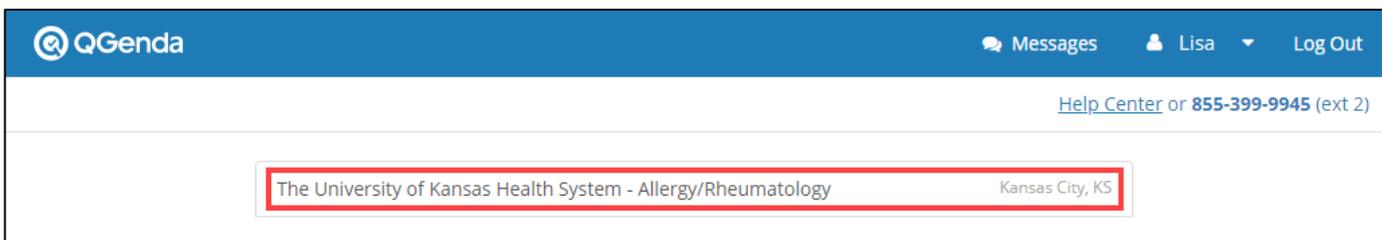## Share and Subscribe to an Internet Calendar (iCalendar)

Providers frequently need to share their clinical schedule with family, friends, or colleagues. This cannot be done via Outlook for individuals outside UKHS or KUMC. QGenda allows sharing a schedule with family members or others via a "subscription URL" – many calendar applications support subscribing to Internet calendars using this URL.
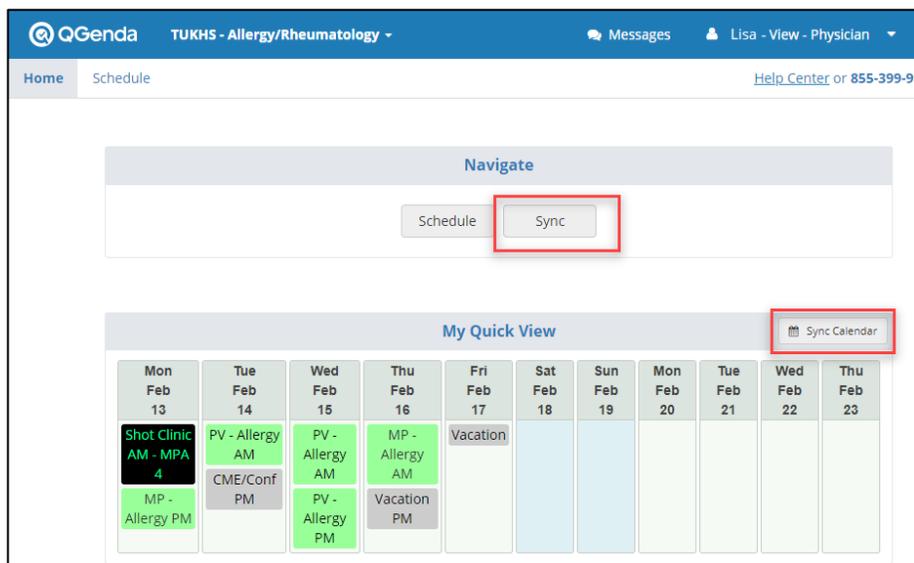
Benefits:
- Family and others may view a QGenda schedule without complicated account connections.
- Allows syncing QGenda with Outlook if linking to an M365 account is not desired.
- An Internet calendar subscription appears as a separate calendar and business/university events are kept separate (and can be color coded separately) from clinical responsibilities.

Drawbacks:
- An Internet calendar must be manually configured on each device to view a QGenda schedule – it does not "follow" you like direct integration with M365 or Google does.
- Since it is a separate calendar, your primary calendar's free/busy time is not updated and time reserved for clinic will not be shown as "busy" to other UKHS/KUMC users.
- Internet calendars are "pulled" (vs. immediately pushed) – there may be several hours delay before the calendar is updated on a device. (The QGenda website and mobile app are always current.)

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. After signing in to QGenda (https://login.qgenda.com/), click on your department.
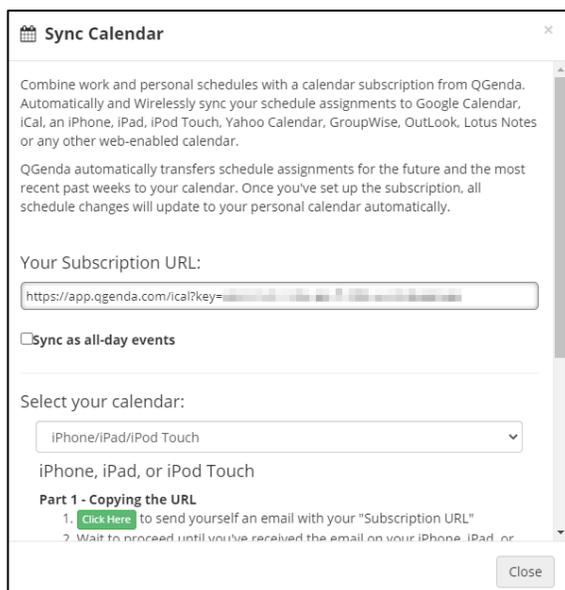
3. Click **Sync** or **Sync Calendar** (both buttons take you to the same place).

Your Subscription URL is a unique link to your QGenda schedule that allows third-party calendars to sync your schedule. **Caution is advised when sharing this link – it is unique to your QGenda account and allows anybody with the link to view your schedule.**

Instructions for several common calendar applications are provided by QGenda. **Select your calendar** and follow the instructions or use them to help another person view you calendar.

If instructions are not available for your specific application or device, in general, you must "subscribe to" or "add" an Internet calendar and provide the Subscription URL. (HITS recommends contacting your application/device vendor for assistance.)

FOR MORE INFORMATION CONTACT:

- Health System Help Desk | HITS_ServiceDesk@kumc.edu | Phone 913-945-9999