

Accessing Calendar Feed

Last Modified on 12/10/2023 12:53 pm ACDT

Providers can access a secure calendar feed of their appointments to integrate it securely with Google Calendar, Outlook, or any calendaring-compatible program. Providers can subscribe to Calendar either from their User profile or appointment screen.

Prerequisite

- Only when the user is a provider.
- Only when the provider has calendaring.

1. Subscribe to Calendar

a. Subscribe to Calendar from your User profile

1. From dashboard
2. Click on the user profile from drop down (top right hand person icon)
3. Scroll down to Calendar section
4. Click on the **Subscribe to Calendar** option.

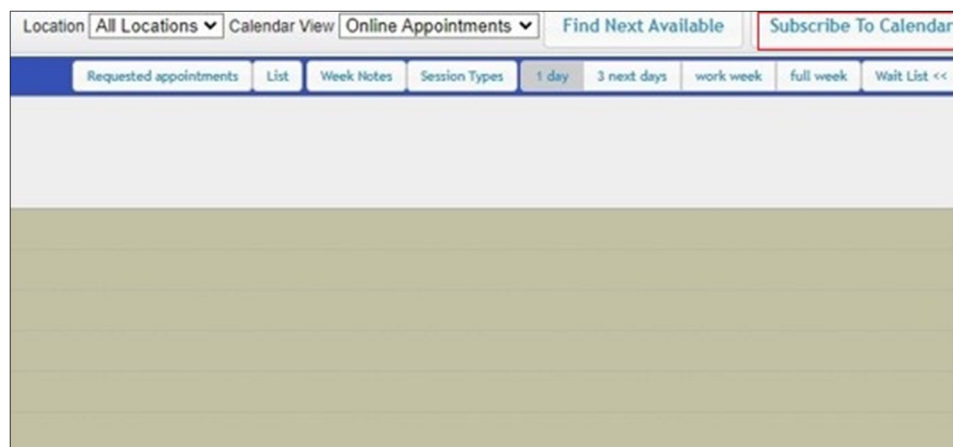
Staff Member Details	
Last Name	JOY
First Name	M
Sex	Female
Title	Miss
Middle Name	
Date of Birth	01/01/1992
Abn	
Staff Member Category	Clinician
Staff Member Type	Doctor

Calendar	
Schedule Appointments	Yes
Initials	MJoy
Calendar Views	Subscribe to Calendar <ul style="list-style-type: none">• Hoffman & Hall• Location A• Online Appointments

Correspondence Settings	
Correspondence View	All Correspondence
Correspondence Type Filter	Letter

b. Subscribe to Calendar from Appointment screen

1. From a dashboard
2. click on the appointment.
3. Click on the **Subscribe to Calendar** (top right hand person).



2. Generate Secure Link

Once you click on the Subscribe to Calendar option system will take you to **Generate Secure Link** screen, where you can either click on the link, or copy to clipboard if you need to set this up in another program.

Generate Secure Link

Miss M JOY's iCalendar

- Link includes secure token - **do not share this with anyone.**
- Calendar feed includes appointment information. Ensure your organisation has appropriate security for calendaring applications in place
- Link will expire almost 5 years

iCalendar Feed

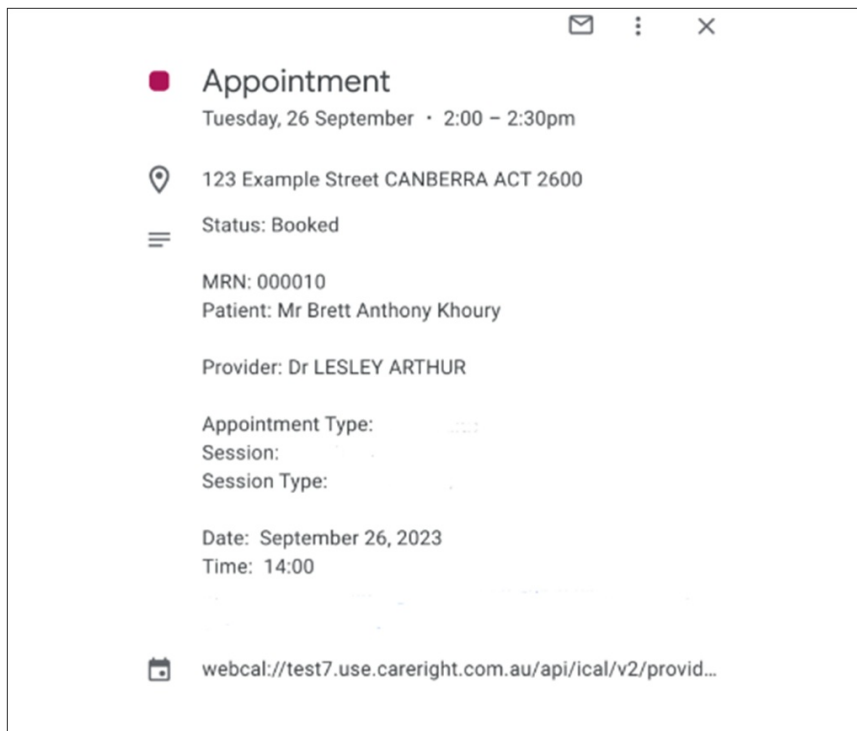
[Copy Link](#)

Add to calendar application

- [Google Calendar](#)
- [Outlook](#)

3. iCalendar view

Once it's been complete a provider will see an appointment in your calendar similar to below.



For [Telehealth with CoviU](#) appointments, this will include links to easily join the session.

FAQ

Can I see reservations?

At this time no, this is only for active appointments

An appointment was changed but by calendar didn't update?

Depending on your calendar software, you may or may not be able to change the refresh interval.

Google Calendar may take up to 24 hours.

https://support.google.com/calendar/answer/37100?hl=en&ref_topic=1672445