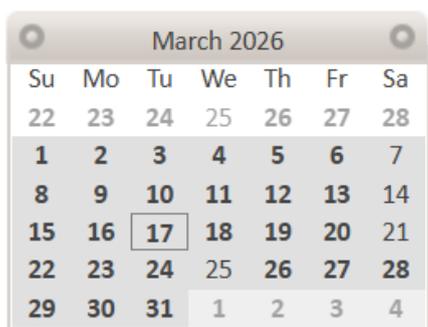


Subscribe to Calendar in Google, Outlook, and Apple Calendar

The calendar subscription feature enables you to add your appointments to external scheduling apps such as Google, Outlook, and Apple by subscribing to your calendar in the external application.

1. Go to the calendar in Wylie, then to the left-hand side above employee names, click 'Subscribe to Calendar'.



Subscribe to Calendar

2. Select 'Generate Calendar URL', then one of the 3 calendar options (pictured below).

Add to Google
Calendar

Add to
Outlook

Add to Apple
Calendar

3. Your external calendar should automatically open in your browser and add the calendar of the employee logged in at the time. If your external application is not opening, you can copy the generated calendar URL and paste it into the designated subscription area in the external application. This specific URL is connected to the employee logged in at the time.

4. Other employees can login and generate their own calendar URL and connect to their own external calendars or provide the URL if the clinic is sharing an external calendar.

