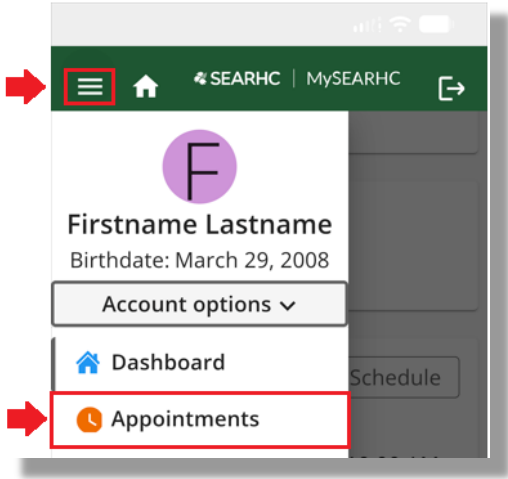
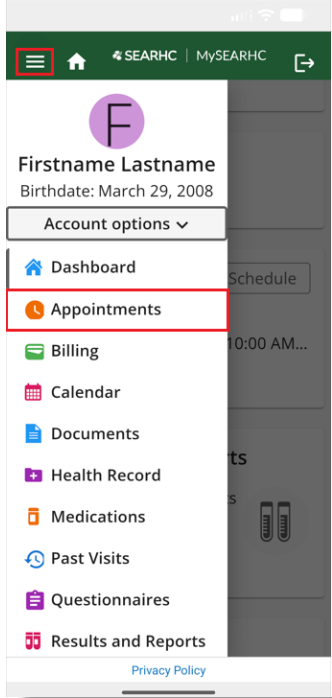
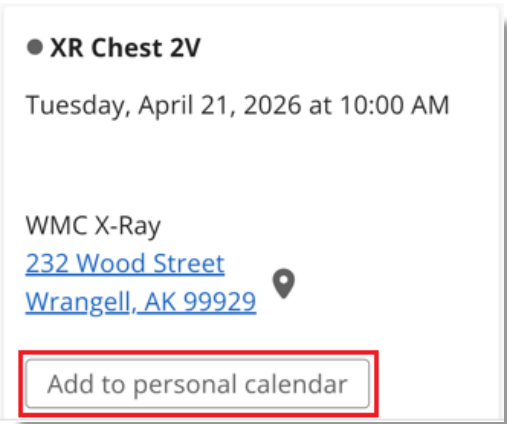
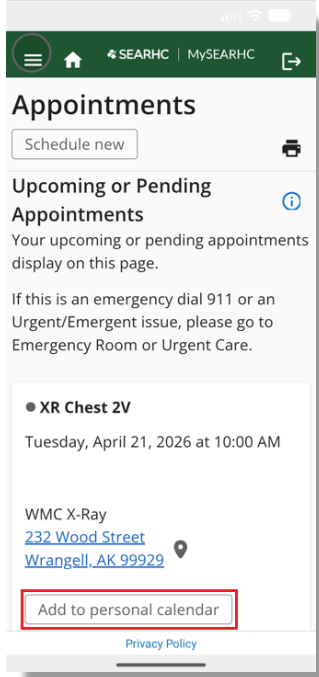


MySEARHC Quick Reference Guide

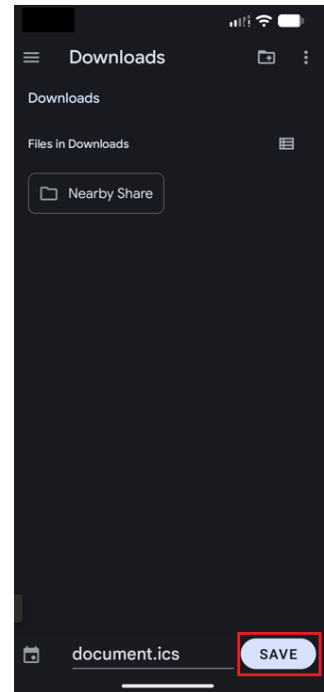
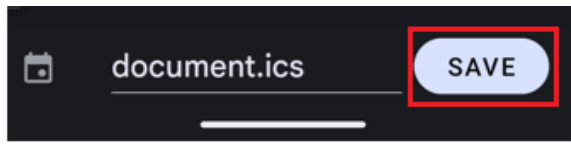
Adding an Appointment to personal calendar – Android phone

Adding an appointment from the MySEARHC appointments page to personal calendar on Android phone.

| | | |
|-----------------|---|---|
| <p>1</p> | <p>Access the Appointments page</p> <ul style="list-style-type: none"> From the MySEARHC Dashboard, select the 3 line menu icon, located to the left of the Home icon Select Appointments  |  |
| <p>2</p> | <ul style="list-style-type: none"> Select Add to personal calendar  |  |

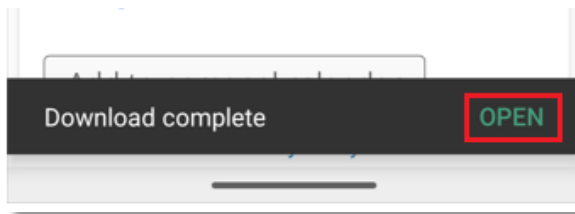
3

- Select **SAVE**



4

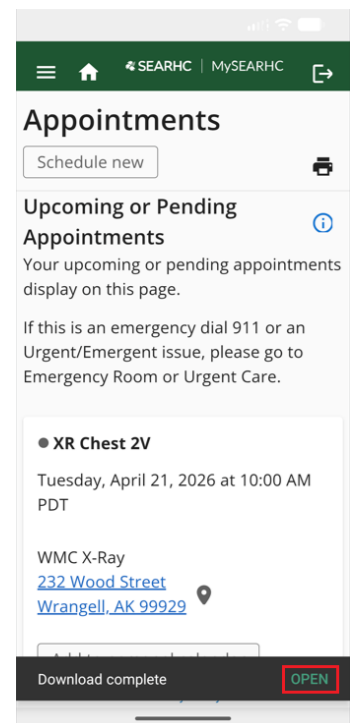
- Select **OPEN**



NOTE: The *Download complete* notification with the link to open the file displays briefly.

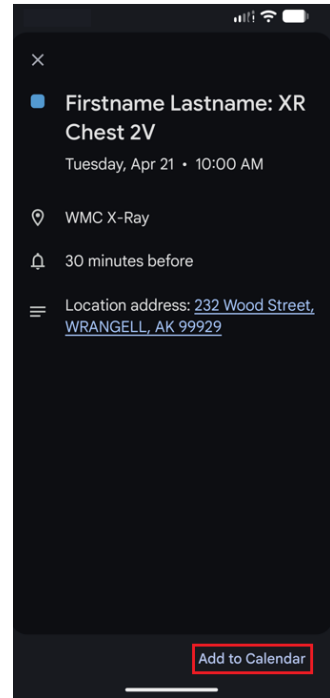
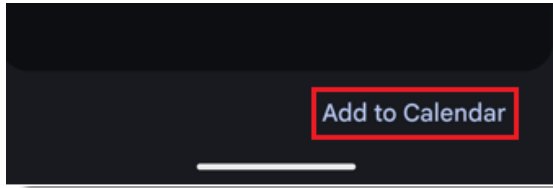
NOTE: Quick steps for locating/opening the downloaded file (if *OPEN* was not selected):

- Select *Files app*
- Select *Downloads*
- Select 3-dot menu on *document.ics* file
- Select *Open with*
- Select *Calendar app*
- Select *Add to Calendar*



5

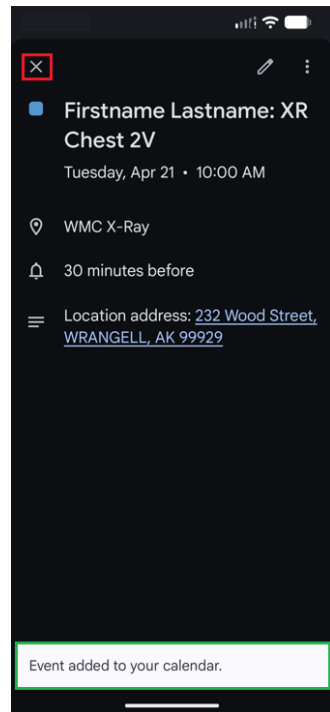
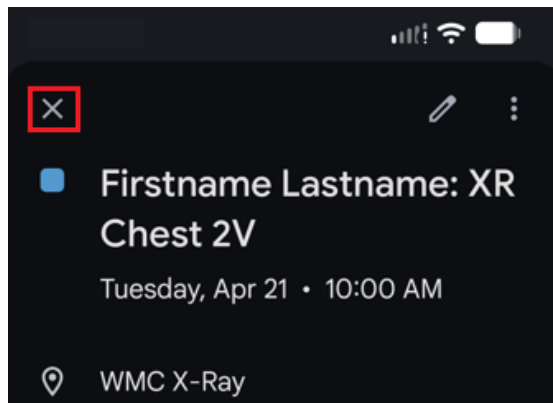
- Select **Add to Calendar**



6

- Select **X** to close

NOTE: A notification displays that an *Event added to your calendar.*



Looking for further help?

Contact the Patient Support Center at 907.463.0400