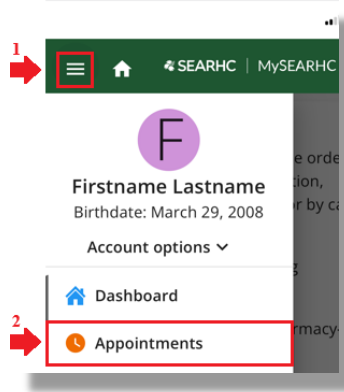
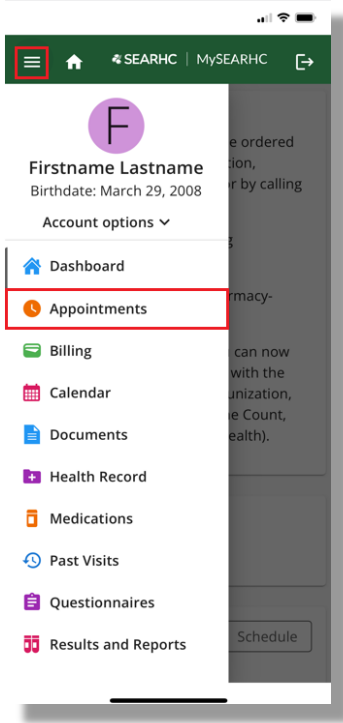
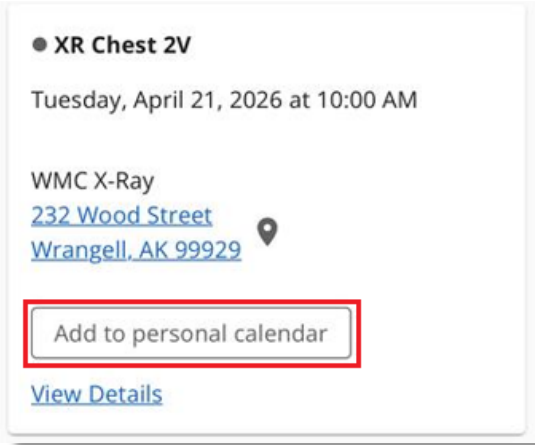
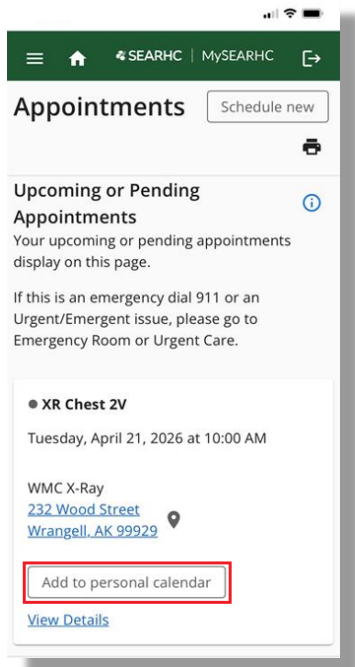


MySEARHC Quick Reference Guide

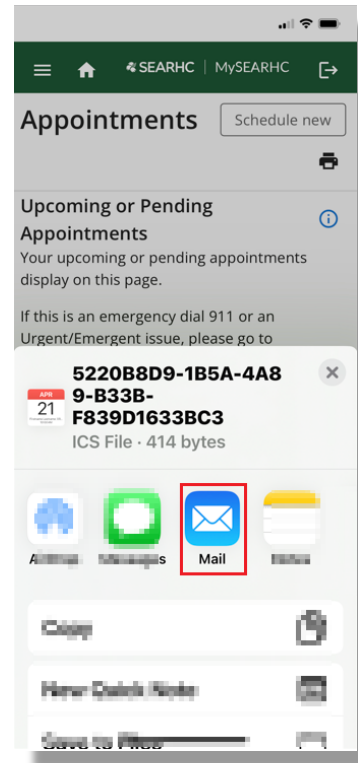
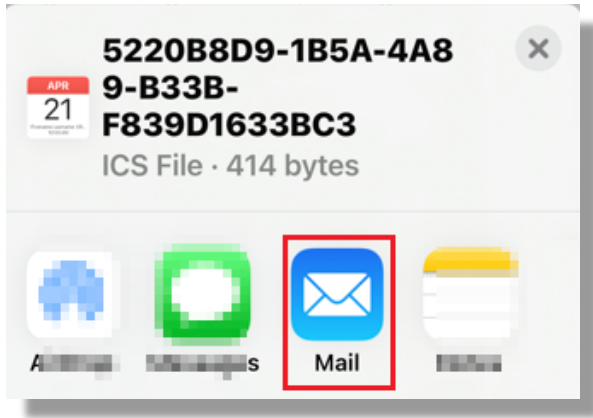
Adding an Appointment to personal calendar – iOS phone

Adding an appointment from the MySEARHC appointments page to personal calendar on iOS 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>NOTE: An email account setup on the iOS device is required for adding an appointment to personal calendar on the iOS phone.</p>		
<p>2</p> <ul style="list-style-type: none"> Select Add to personal calendar 		

3

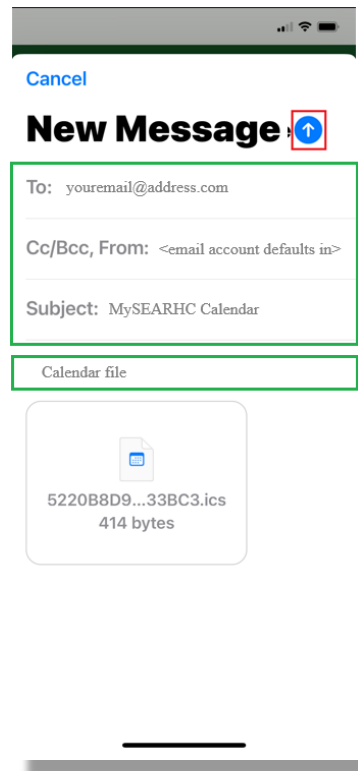
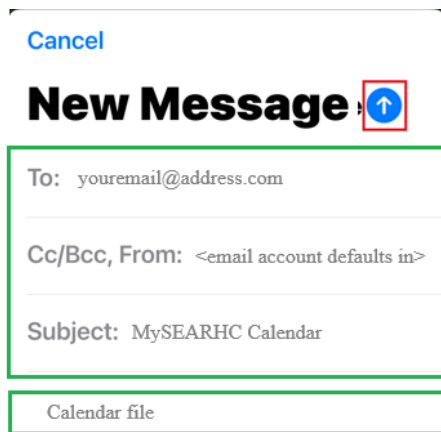
- Select **Mail** app



4

- Enter **email information** for sending the appointment file to the email account setup on the iOS phone
- Select **send**

Example: Email Information

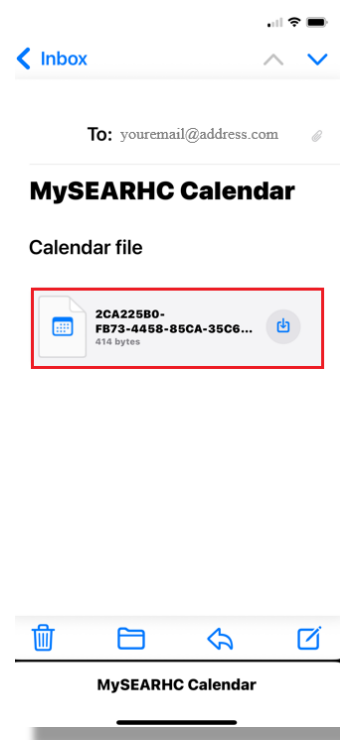
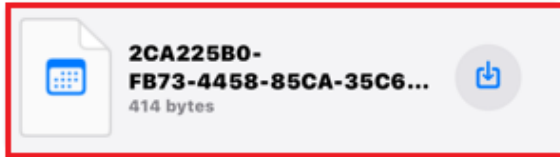


NOTE: Messages with no message (empty body) or just a subject line are more likely to be marked as suspicious by email spam filters.

5

- Open the email message from the Inbox and select the **file attachment**

Calendar file



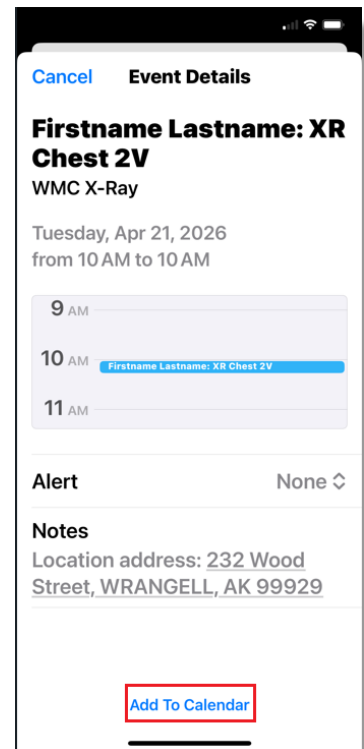
6

- Select **Add To Calendar**

Notes

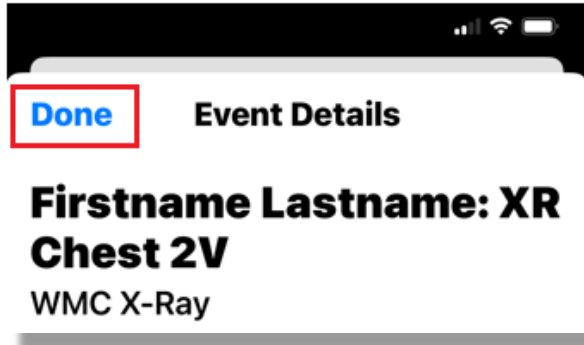
Location address: 232 Wood Street, WRANGELL, AK 99929

Add To Calendar

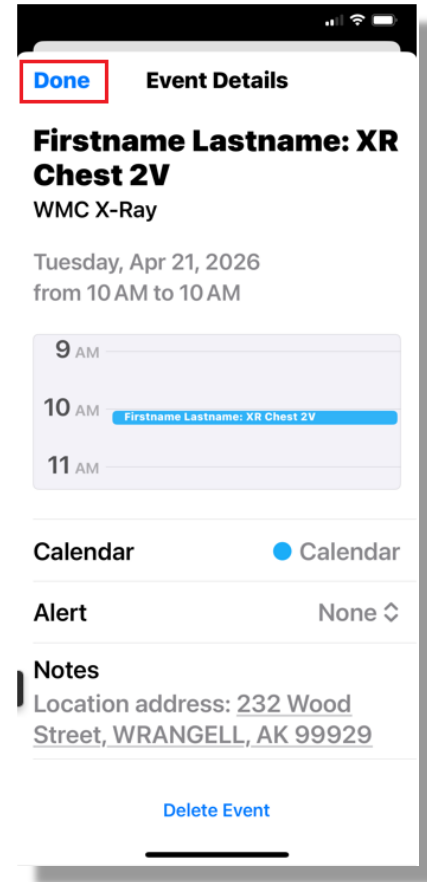


7

- Select **Done** to close



NOTE: If the iOS phone has multiple mail accounts/calendars set up then there may be an extra step to confirm which calendar to add the appointment to.



Looking for further help?

Contact the Patient Support Center at 907.463.0400