

How to sync your ISOQOL agenda with your Google, iCal, or Outlook calendar

1. Once logged in to the virtual conference platform, click on My Schedule in the side bar



On the following page, your added schedule items will display for your review.

2. On the right hand side, click the "Export" drop down list. You will be able to select from Google, iCal, and Outlook.



3. Upon selecting one of the three options, depending on which one you use, it will take you to your email account calendar. Here, your conference schedule will be displayed as a separate calendar alongside your personal calendar.