



Memorial
Health Care Systems

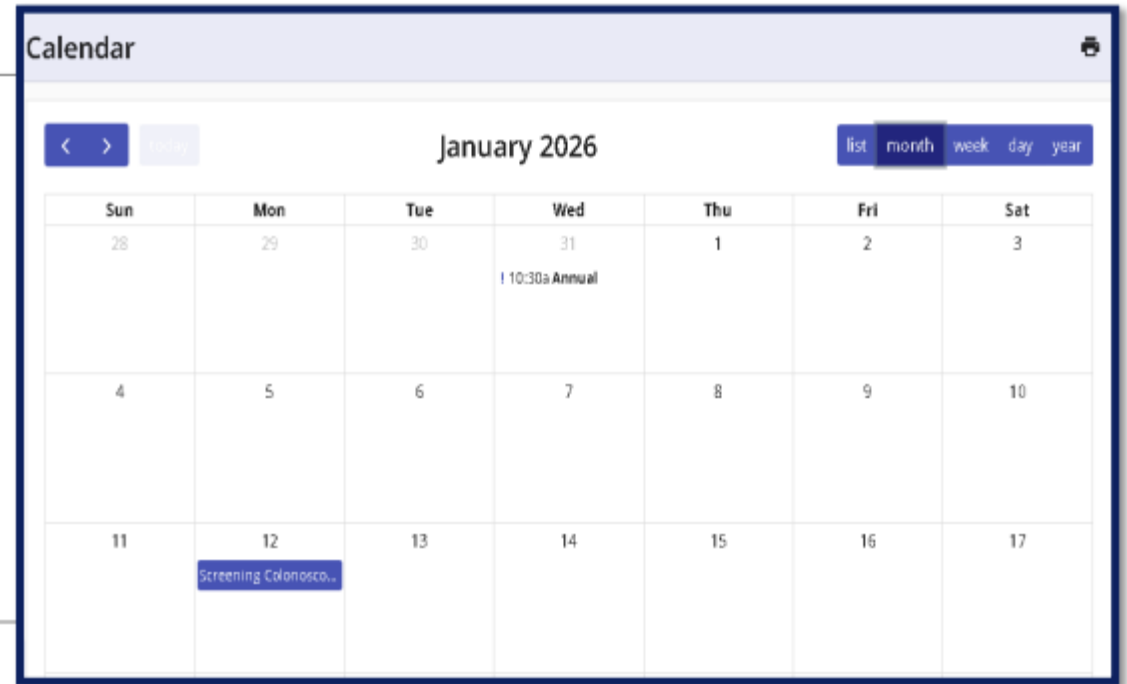
Calendar

*Adding an Appointment to your
Personal Calendar via e-mail*

NOTE: Steps may vary on e-mail application

1

Find your appointment on your MyHealth Portal Calendar and select your appointment.



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Calendar

*Adding an Appointment to
your Personal Calendar*

- 2 Once in the appointment details select "Add to personal calendar"

NOTE: Steps may vary on e-Mail Applications

Established Patient Close

Monday, January 26, 2026 at 11:45 AM CST
Duration: 30 minutes

[Add to personal calendar](#)

Provider
Jason Summa, MD

Location
Seward Family Medical Center
250 North Columbia Avenue
Seward NE 68434

[View details](#)



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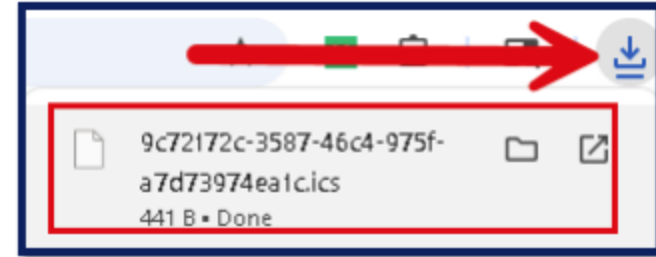
Calendar

*Adding an Appointment to
your Personal Calendar*

NOTE: Steps may vary on e-mail applications

3

Appointment setting will go to your “Downloads” to be uploaded to your personal calendar. Select the download icon in the upper right hand of your screen and click on your downloaded appointment.



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NOTE: Steps may vary on e-mail applications

Desktop/Laptop

4

Choose your application you want to add your appointment too.

Select an app to open this .ics file

Suggested apps



Outlook



Outlook (classic)

More options



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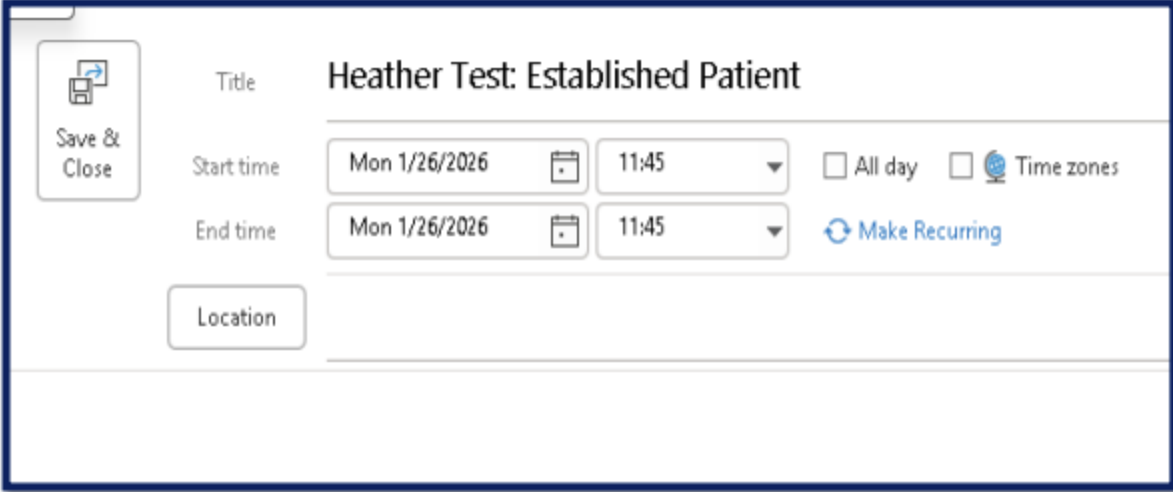
Calendar

NOTE: Steps may vary on e-mail applications

Desktop/Laptop

5

A “meeting” will be created, save & close to view your e-mail calendar.



The screenshot shows a calendar event creation window. On the left is a 'Save & Close' button with a floppy disk icon. The main form has the following fields:

- Title:** Heather Test: Established Patient
- Start time:** Mon 1/26/2026, 11:45. Includes a calendar icon and a dropdown arrow.
- End time:** Mon 1/26/2026, 11:45. Includes a calendar icon and a dropdown arrow.
- Options:** All day, Time zones (with a globe icon).
- Buttons:** A blue 'Make Recurring' button with a circular arrow icon.
- Location:** A text input field.



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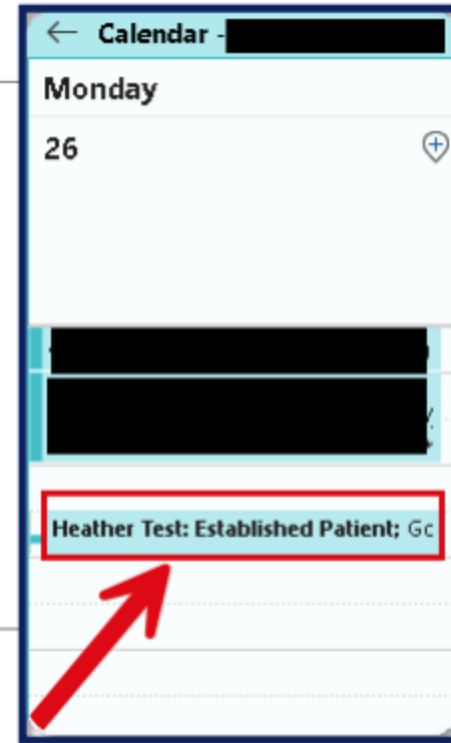
Calendar

NOTE: Steps may vary on e-mail applications

Desktop/Laptop

6

Now you will be able to view your future appointment on your Calendar via email!



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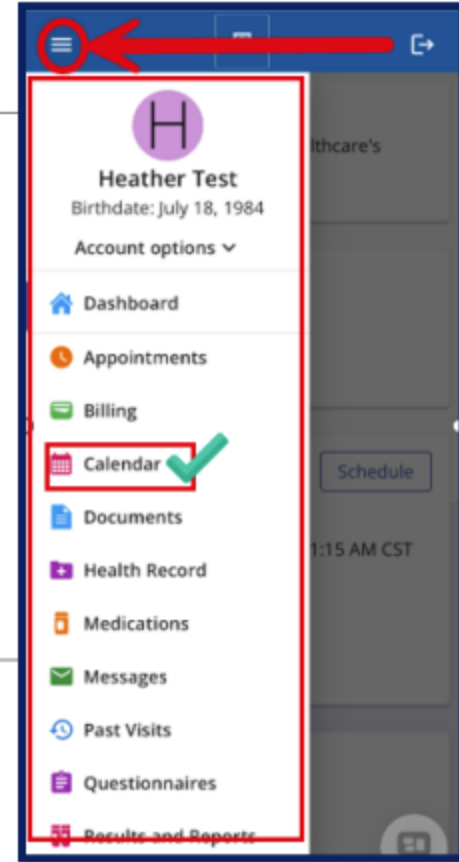
NOTE: Steps may vary on smart phone applications

Smart Phone

Adding an Appointment to your Personal Calendar via Smart phone.

1

Click the 3-line icon in the upper left corner of your screen to access the menu. Next, select “calendar”.



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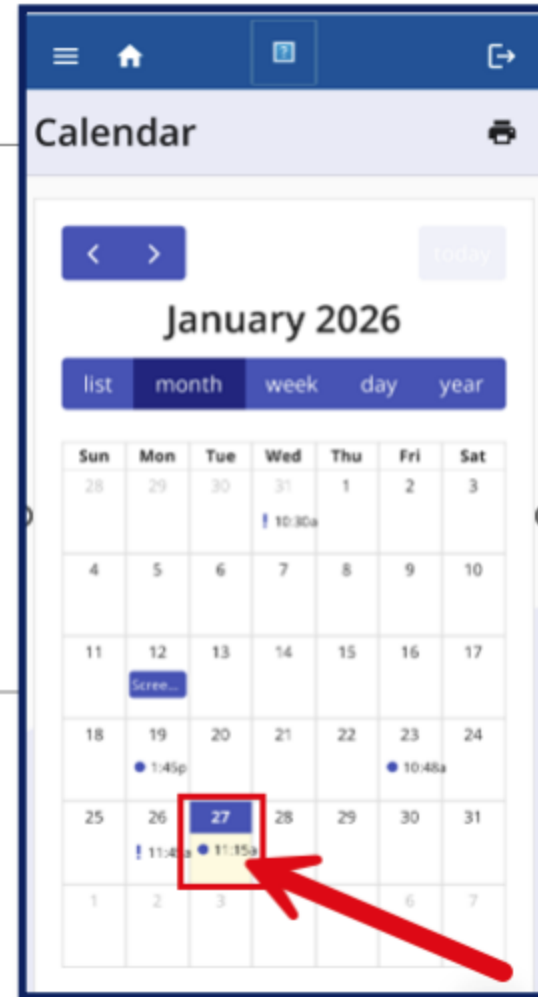
Calendar

NOTE: Steps may vary on smart phone applications

Smart Phone

2

Click the blue dot to access your appointment detail from your “MyHealth Calendar”.



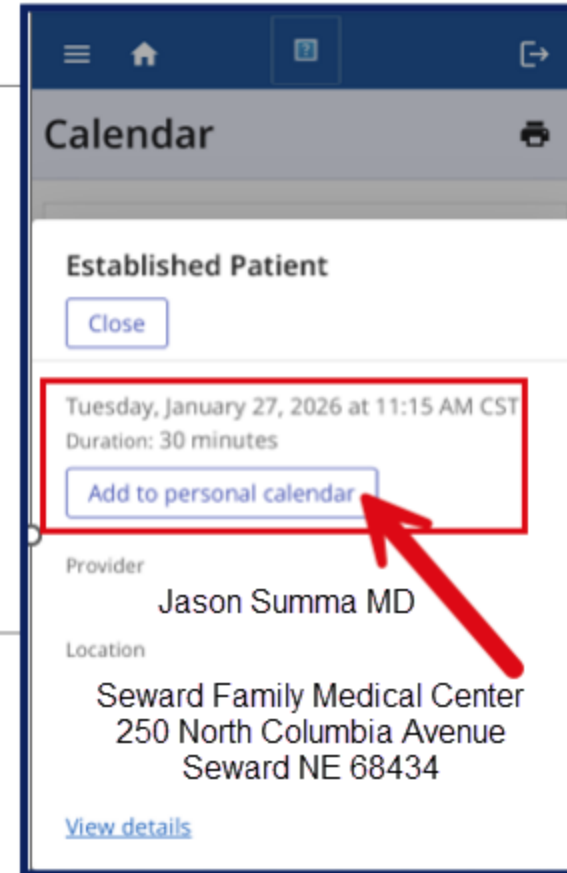
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Calendar

NOTE: Steps may vary on smart phone applications

Smart Phone

- 3 Click "Add to personal calendar" icon to upload your scheduled appointment to your smart phone calendar.



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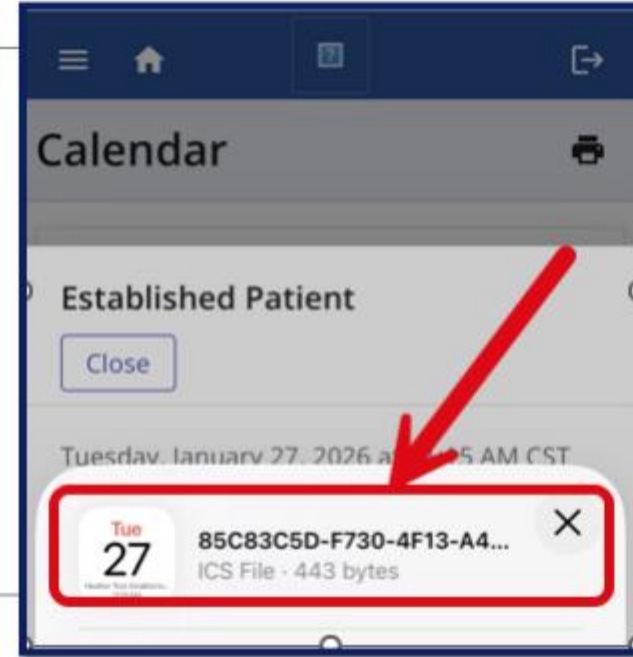
Calendar

NOTE: Steps may vary on smart phone applications

Smart Phone

4

Click your downloaded appointment to upload your appointment to your smart phone calendar.



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Calendar

NOTE: Steps may vary on smart phone applications

Smart Phone

5

A **red** dot will appear indicating you have a schedule appointment click the **red dot** to view your upcoming appointment!



Your smart phone may also allow you to upload your appointment to your e-mail or text.



S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



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