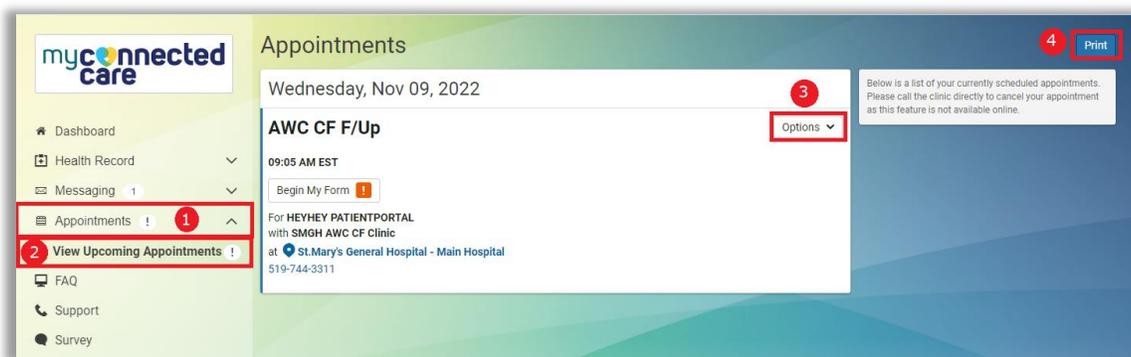


Appointments

View Upcoming Appointments

The appointment calendar allows you to access details about future appointments. Links are provided that allow you to take different actions. To view appointments:

1. Select the drop-down menu next to the Appointments Heading.
2. Select the **View Upcoming Appointments** link to display your appointments in the center pane.



3. The Options menu allows you to view more details for the upcoming appointment or add to your calendar.

Note: The cancel feature is not currently available for appointments in My Connected Care.

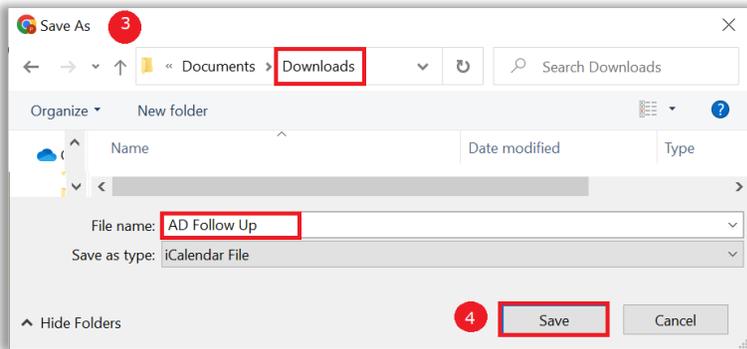
4. The print button allows you to quickly print a list of your upcoming appointments.

Saving Appointments to your Calendar

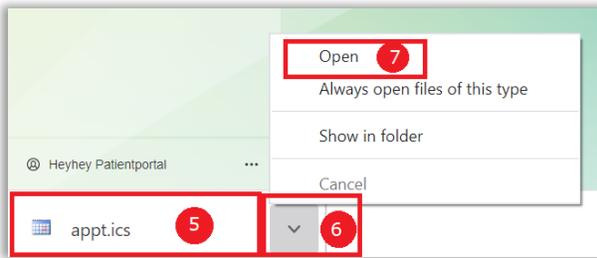
1. Click on the **Options** menu at the top right of your appointment.
2. Select **Add to calendar**.



3. A **Save As** box will pop up where you can select your file name.
4. Choose your file name and Select **Save** in the bottom right corner.



5. Find your download file at the bottom of your screen.
6. Click on the down-facing arrow drop-down menu.



7. Select **Open** to view the appointment in your calendar.