myconnected care

Health Record

Appointments

Appointments

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.

| my cennected | Appointments | 4 Print | |
|------------------------------|--|---|--|
| care | Wednesday, Nov 09, 2022 | Below is a list of your currently scheduled appointments. Please call the clinic directly to cancel your appointment | |
| A Dashboard | AWC CF F/Up | as this feature is not available online. | |
| 🗄 Health Record 🗸 🗸 | 09:05 AM EST | | |
| 🖾 Messaging 1 🗸 🗸 | Begin My Form 1 | | |
| 🛱 Appointments ! 1 🔨 | For HEYHEY PATIENTPORTAL with SMGH AWC CF Clinic | | |
| 2 View Upcoming Appointments | at 오 St.Mary's General Hospital - Main Hospital | | |
| 📮 FAQ | 519-744-3311 | | |
| 📞 Support | | | |
| Survey | | | |

- 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.

myconnectedcare.ca

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| my c®nnected | Appointments | |
|----------------------------|--|--------------------|
| care | Wednesday, Nov 09, 2022 | |
| Dashboard | AWC CF F/Up | 1 Options 🗸 |
| E Health Record | V 09:05 AM EST | Add to calendar |
| Messaging 1 | V Begin My Form | View details |
| Appointments ! | For HEYHEY PATIENTPORTAL with SMGH AWC CE Clinic | Cancel appointment |
| View Upcoming Appointments | 1 at St.Mary's General Hospital - Main Hospital | |
| 📮 FAQ | 519-744-3311 | |

GRAND SRIVER HOSPITAL



- 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.

| G Save As | | × |
|--|---|---------|
| \leftarrow \rightarrow \checkmark \uparrow 📜 $<$ Documents $>$ Downloads | ・ じシ Search Do | wnloads |
| Organize • New folder | | • • |
| ▲ (^ Name | Date modified | Туре |
| ~ < | | 2 |
| File name: AD Follow Up | | ~ |
| Save as type: iCalendar File | | ~ |
| | | |
| ▲ Hide Folders | 4 Save | Cancel |

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

| | Open 7 |
|----------------------|--------------------------------|
| | Always open files of this type |
| | Show in folder |
| Heyhey Patientportal | Cancel |
| appt.ics 5 | ✓ 6 |

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





