

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.

Calendar

<>

today

January 2026

list

month

week

day

year

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31 ! 10:30a Annual	1	2	3
4	5	6	7	8	9	10
11	12 Screening Colonosco...	13	14	15	16	17

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
Alkarmi, Ayham MD

Location
Goshen Medical Office
[3417 Anderson Healthcare](#)
[Edwardsville, IL 62025](#)

[View details](#)

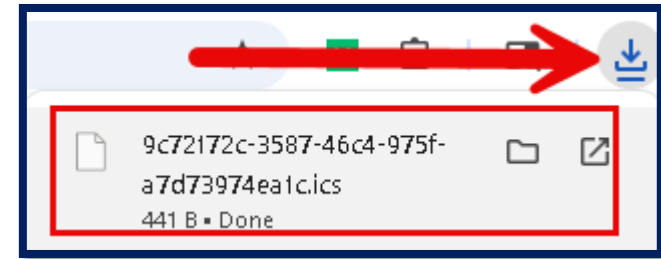
Calendar

NOTE: Steps may vary on e-mail applications

*Adding an Appointment to
your Personal Calendar*

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.



Calendar

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

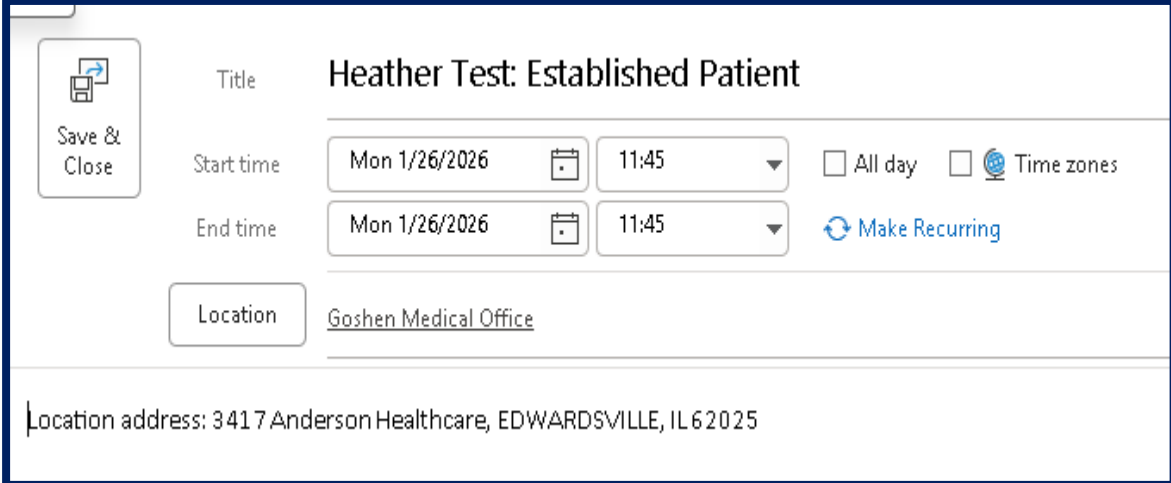
Calendar

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 web-based calendar event creation interface. On the left, there is a 'Save & Close' button with a document and arrow icon. The main form has the following fields:

- Title:** Heather Test: Established Patient
- Start time:** Mon 1/26/2026, 11:45 (with a dropdown arrow)
- End time:** Mon 1/26/2026, 11:45 (with a dropdown arrow)
- Location:** Goshen Medical Office
- Options:** ☐ All day, ☐ Time zones, and a [Make Recurring](#) link.
- Address:** Location address: 3417 Anderson Healthcare, EDWARDSVILLE, IL 62025

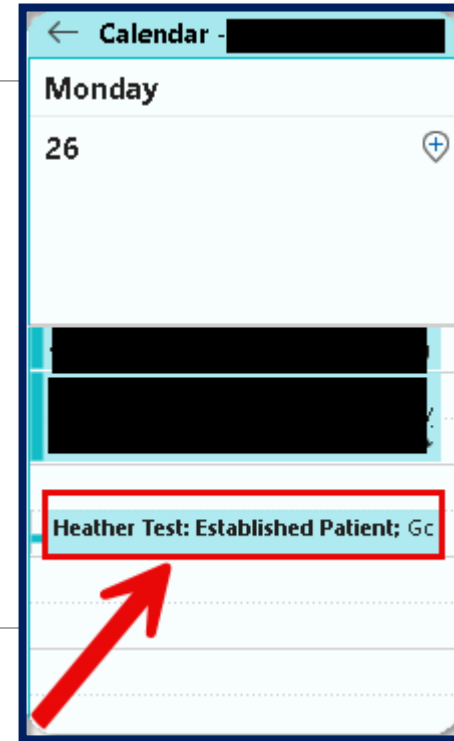
Calendar

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!



Calendar

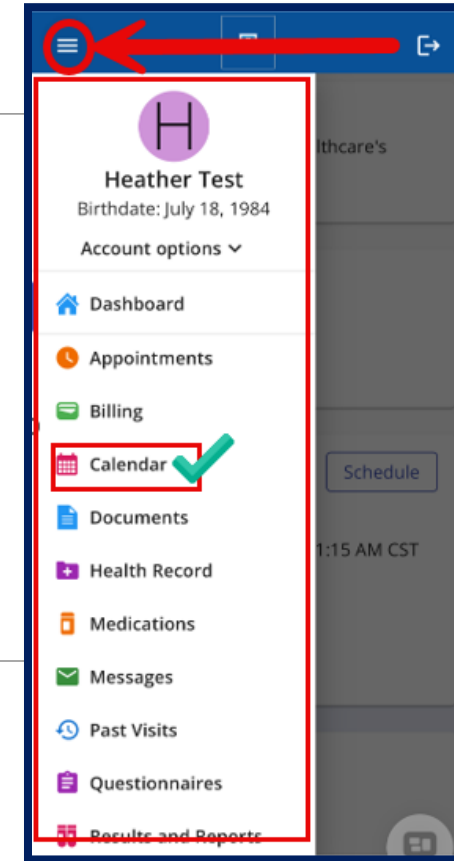
NOTE: Steps may vary on smart phone applications

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”.

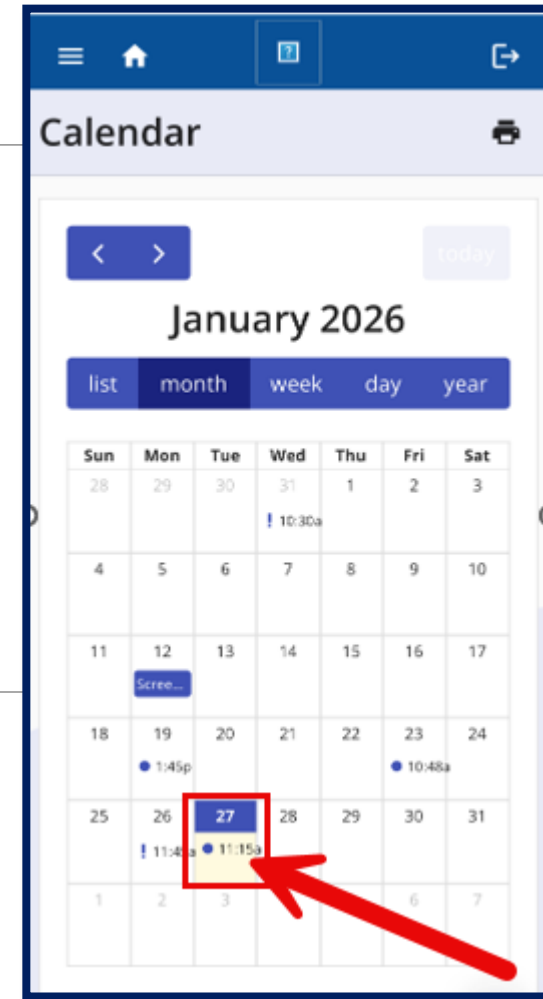


Calendar

NOTE: Steps may vary on smart phone applications

Smart Phone

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

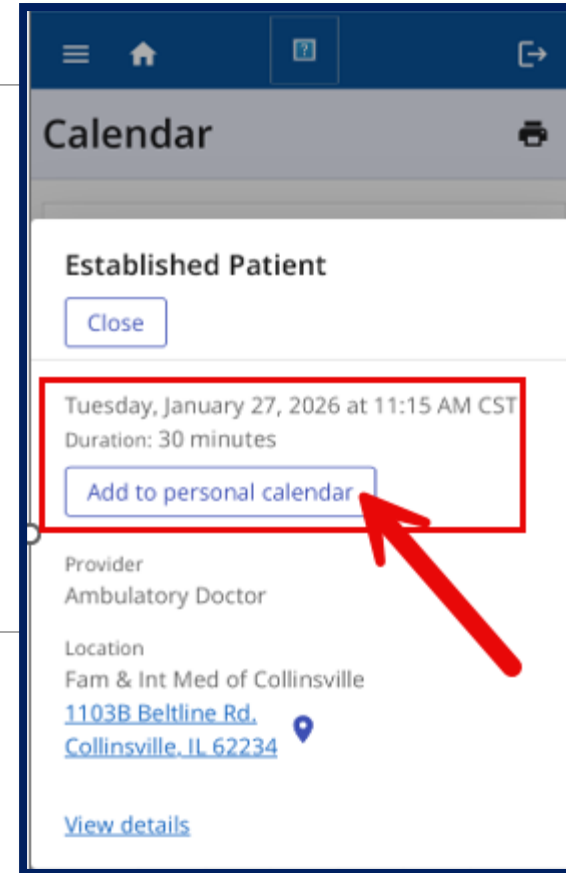


Calendar

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.



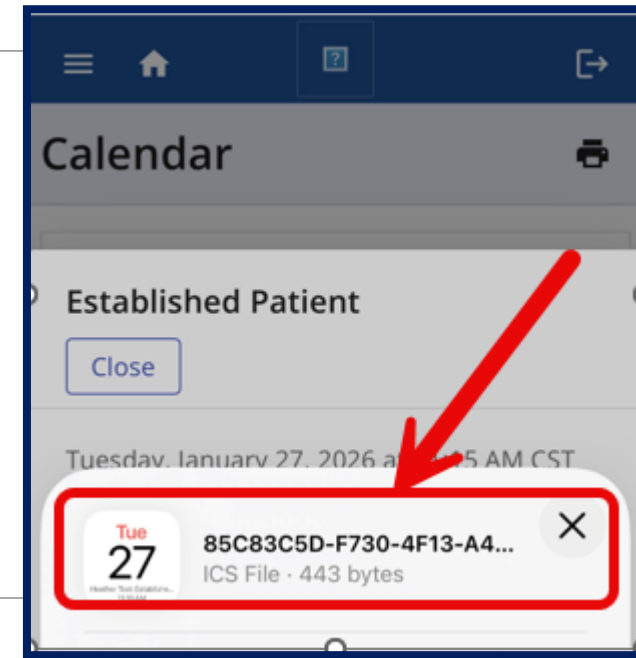
Calendar

NOTE: Steps may vary on smart phone applications

Smart Phone

4

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



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.

