Getting Started - Calendars

Here you can set up appointments. You can link your Liferaft calendar to a Google calendar so you can receive alerts directly on your chosen device. We do suggest setting up a google account to make use of this feature. Scheduled appointments will also show on your **dashboard** and you will get an email reminder when an appointment is due and this will show in your account (bell icon).

Google Calendar

If you have a Google account and want appointments you set up in MyLiferaft to be visible in your Google calendar, you must first set up a connection between the two. We **recommend** you do this **before** adding any calendar entries.

How to set up a connection to a Google calendar/contacts is explained in (**Getting Started - My Account**):

Calendar entries you make in your Liferaft calendar will then be available in your Google calendar. This is a **one way** connection.
1. Changes you make in your Google calendar will not be reflected in your Liferaft calendar.
2. Updates you make in Liferaft will be reflected in your Google calendar unless you have deleted the event from your Google calendar.

Add a Calendar Entry

If you have linked to your Google calendar, you can choose to see that calendar as you make an appointment to help you choose the best time.

To add an appointment click 'add new', give the appointment a title, a description, select a start date and time and an end date and time, add a repeat if needed. Then **Save.**

Associate a contact to an appointment

You can associate people from your contacts list, however you must be **sharing** with them and you must have given them **permission to see your calendar**. They won't receive an invitation but if they access your calendar they will see they are listed.

Edit/Delete Calendar Entry

Click on the appointment and select **edit**. You can now change any information or choose to delete the appointment. Click on **save** when finished.

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