

# How to View, Email, and Add to Calendar Your Shift(s)

## Desktop

Once logged in, click on the “Clock” icon to view your Upcoming Shifts.



From here, you can:

### View your Schedule

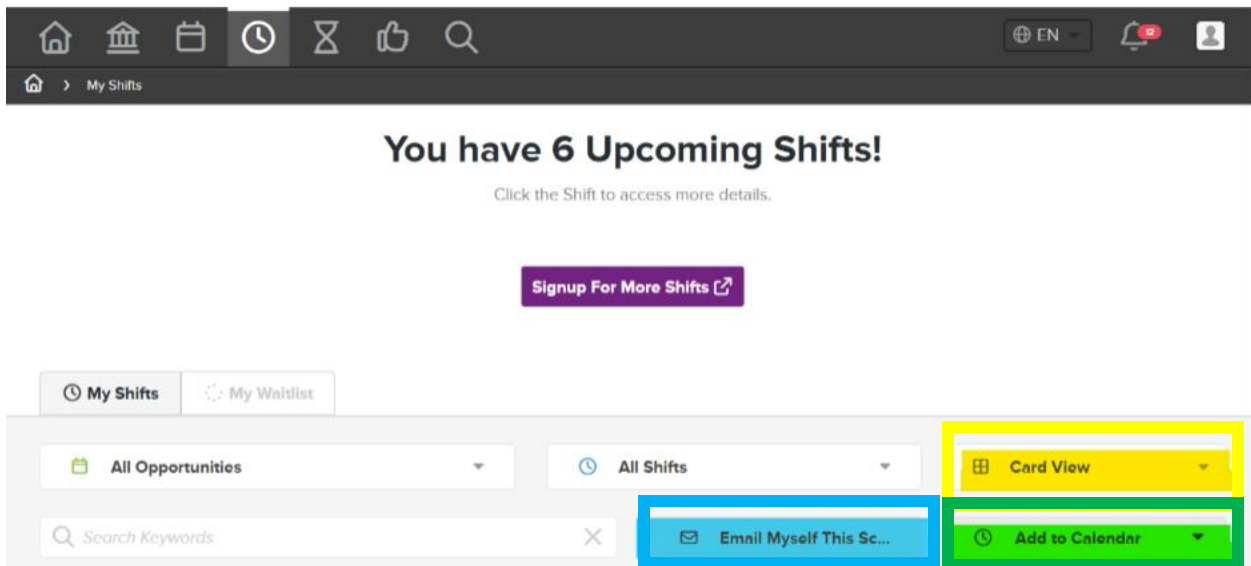
- Click this to see your schedule in Card View, List View, or Calendar View

### Email Your Schedule

- Click this button to have your shifts emailed to you

### Add to Calendar

- Click this to have your shifts downloaded to an .ics file you can add to Outlook



**Bloomerang App**

<p>Click on the three lines in the top left corner. A menu of options will appear on the left-hand side.</p> <p>Click the My Upcoming Shifts to see your shifts.</p>	<p>Click “Email Myself This Schedule”</p>	<p>A dialogue box will pop up saying “Email Myself This Schedule”. Click the purple “Send” button. Email will be sent to the email you used to create your Bloomerang app.</p>
