

HOW TO SYNC YOUR MYCALLS CALENDAR WITH OUTLOOK (PC ONLY)

This guide will show you how to sync your Outlook calendar* with your MyCalls calendar. *Works on PC Versions of Outlook 2010 and beyond.

From the black navigation bar at the top ()1of the screen, click MyCalls.



Landskall Kaldyrfand Dalaw Y Janach V Janach S J									
- Contract									
An Advertise Man Advertised						The Q Alfressel C Alfal / Genete & Het			
Red	av Tuesta	Wadnasda	v Shunday	May	1.0et	iv funda			
8	а	8	38 Nevember	i Deartier	a	,			
	,								
14		0	IN THE A PART AND RADIAL COL	Distan - Child Bulldens US	-	b	_		
			LL HER - DRIVET HORES	11 Joan - DOWNER UTS					
			3 Mare - N COLONNER	\$ 25m - 35m CLIFE					
			O State - 5 H COURT	3 Mar - Drve Addum Construct					
3			2		D	ж			
						T Persona W1			
	-		-			a provide and			



03 A window will pop up on your screen. Copy the link text.







Now, go into Outlook and *right click* on My calendars.

Select Add calendar and then From Internet.

New New New Schedule Aggestment Resolution from - Meeting New New Schedule	Carl Martin Garage Today Next 7 Start Starter Storey Today Next 7 Marting Data Today Starter Storey Carl Martin Starter Storey Carl Marting Starter Storey Carl Martin Starter Storey Carl Starter Storey Carl Martin Storey Carl Martin Storey Carl Ma	And Frank Date Canada pro Canada Canada Date - Anniana Date Date Canada Date - Anniana Date - Canada Date -		
A Busile 207 A 4	+ + 18 December 2017 Humans, B.C. + 🜻	talay C Interior D		hushigh 🖉
233 × H 1 2 3	MINDAY			neostas
	10			Right-click a person anywhere in Office to which here the one Tanocher
10 C 10 14 15 15 17				
2223823		8		
Innang 2010				
set to set be its to to				
	10			
	Ne.	winterest Calendar Subscription 7 X		
	2			
	Ette	r the location of the internet calendar you want to add to Outlook:	\ \	
H My Calendara	10 10	c/hubscriptions.sakes-Leam/mical8.ics?dlid=100428	1	
0.000	East.	nele salved itses especia controlandari l'alandar in		
C cese caencas	и р		,	
1 C Rooms		OK Canod		
and the second second				
> C Shared Calendars				
		1		
	2			
	21			
	22			
a = + 11 ····	20			
head #heritaget			Te Marie et 5-des Constructs Monut Scher	 III

Enter **your sales-i** user name and password

into the new box that appears and click **OK**.



Once entered, an Outlook subscription window will open. Select **Yes** and you will now be able to sync calls through MyCalls.

07

Please note: It may take a few minutes for your calls to sync across and display.



6 h i					method - Internet Calanda	a - Deboa	2	(2)
the New Lond Charge								
Canada Sanar Canada Mi Chatana Canada Mi Chatana Canada Mi	Angen of	Constant Sing						
1 Boardiar 2017 1	· • •	18 - 22 Decembe	2017 Westington	BC · · · Internet	Artista Concerns	P		Sectors
CORRIGIO	18	000	THEORY .	RENEDE	14.800at	10247		6009833
	1		19	20	20	n		Right chills a partice anywhere's addition to your Sweet
Janary 212	05							
1 2 3 4 5 6 7								
	0.							
	-09							
WyCelester	10							
2 Other Calendara	1	ALEDAETRICTICAL CTD	EDWPLITE DRULINE SERVICE	ALLAN BACK PLATERS	1 & C BANKK BULDRE LTD	0.8.0 MEMORY KARTONIK		
Queens & course	an gradien							
Citore control								
B Lock								
Betane C	alendar							
the second of								
4 Marcin	. 1	IN DAVIES & CARGO DAVIES	MIL BARDE UP	*0.04	014010488	ADDREE GELDER TALLER		
Part 1								
B Partic								
	12							
	1.0							
	-19							
							Abotheout	the second second second

OPTIONAL

06

You may wish to right click on your new calendar and **Rename Calendar** into something useful, e.g. 'sales-i MyCalls'