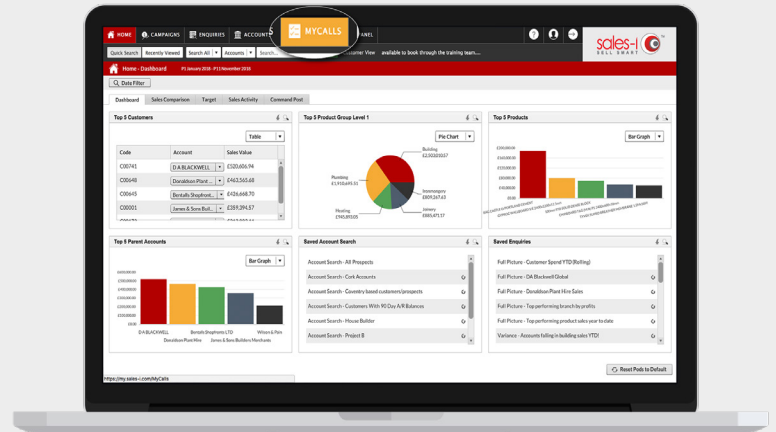


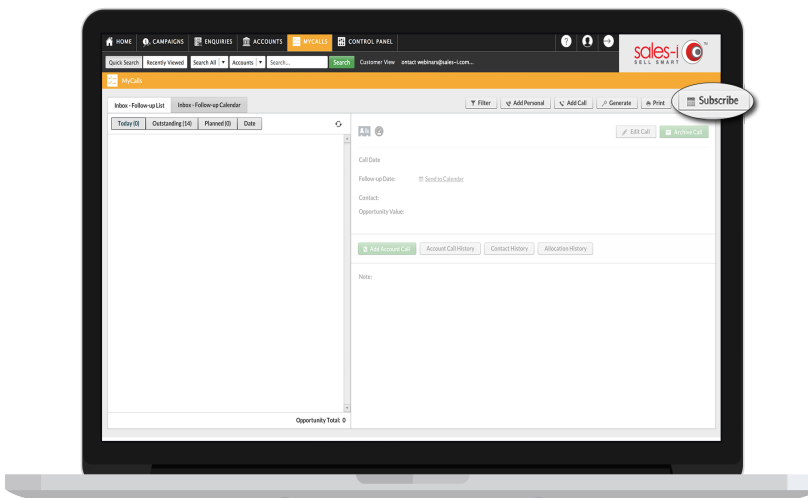
HOW TO SYNC MYCALLS TO YOUR GMAIL ACCOUNT AND ANDROID DEVICE

This guide shows you how to sync your MyCalls schedule with your Gmail account on your Android device. Please note: You will need to have a Gmail account set up on your Android device for this how to guide to work.

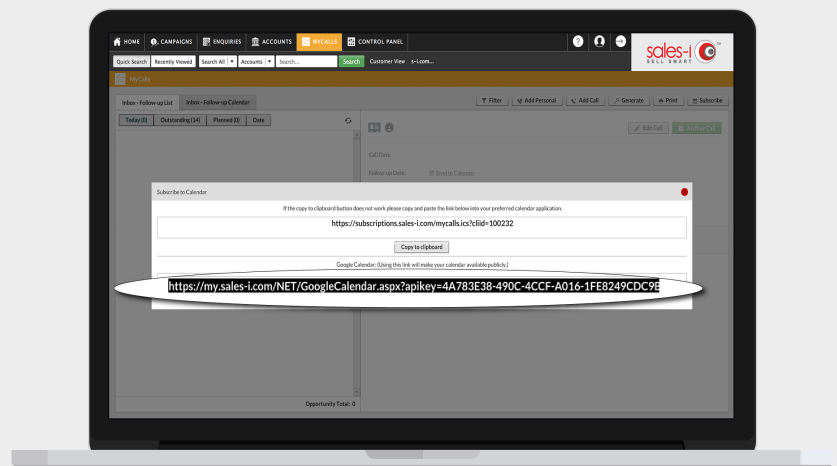
01 From the black navigation bar at the top of the screen, click **MyCalls**.



02 In the MyCalls screen, you will see a button in the top right, beneath your company logo, which says **Subscribe**, click this.

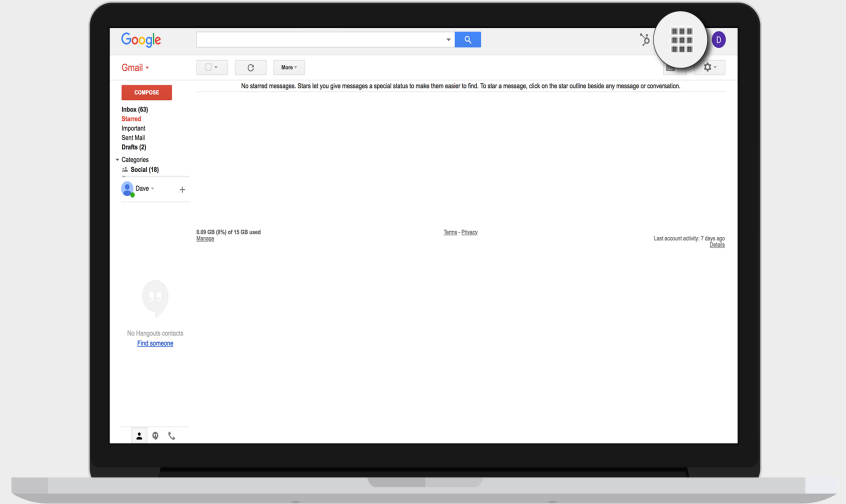


03 A new window will open, and you will see two URL addresses. The bottom address is for Google Calendar in Gmail. Highlight this URL address and copy it.

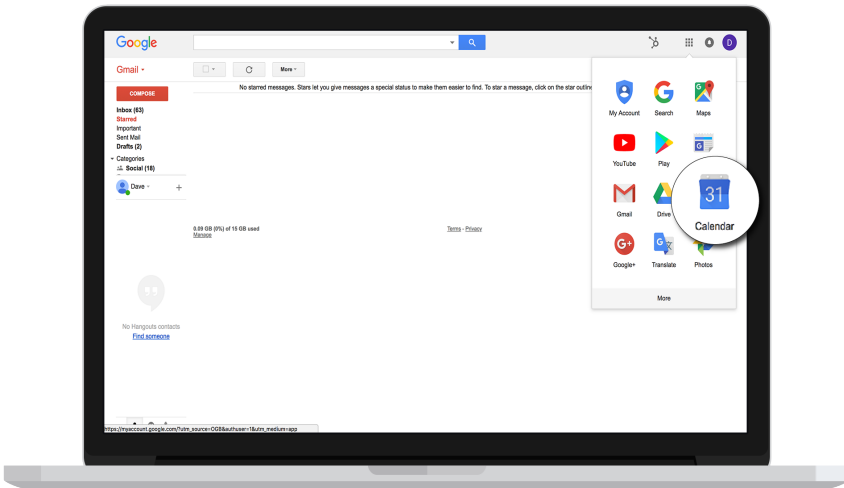


04 In a new browser tab, navigate to www.gmail.com and sign into your Gmail account.

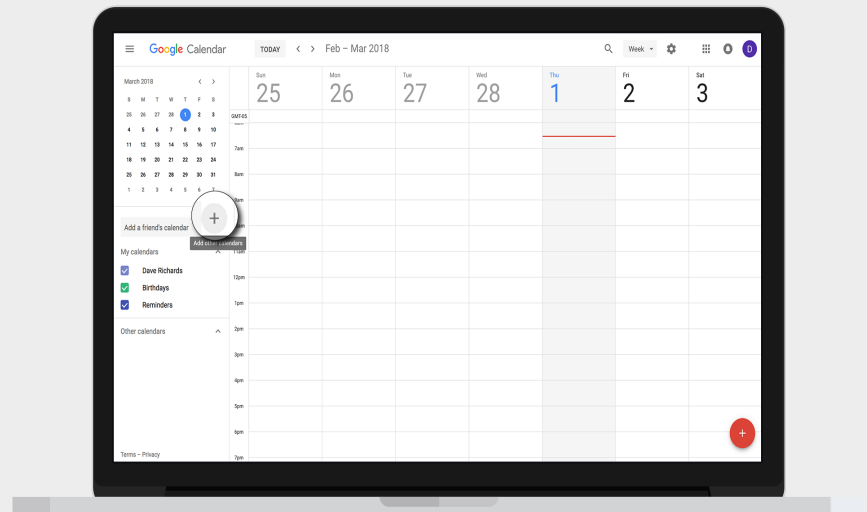
In the top right, next to your account name, you will see 9 small tiles. Click them.



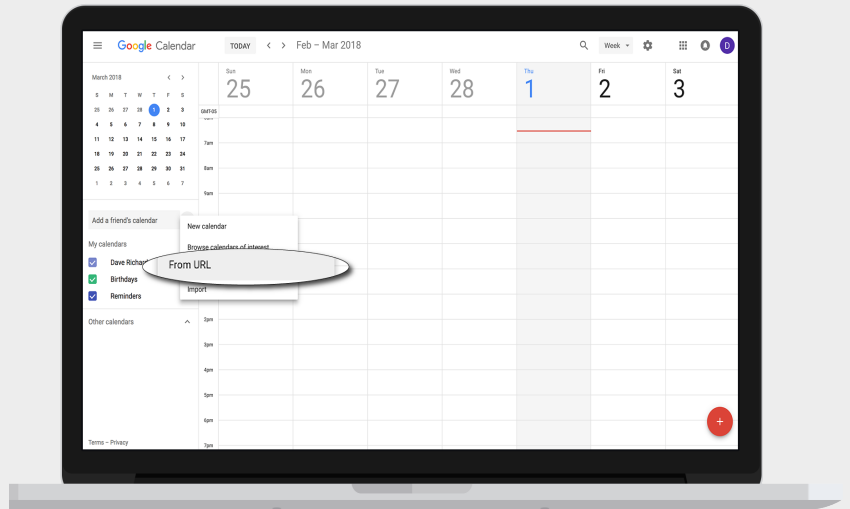
05 From the options that open up, click **Calendar**.



06 Now, on the left panel, click the + icon to **Add other calendars**.

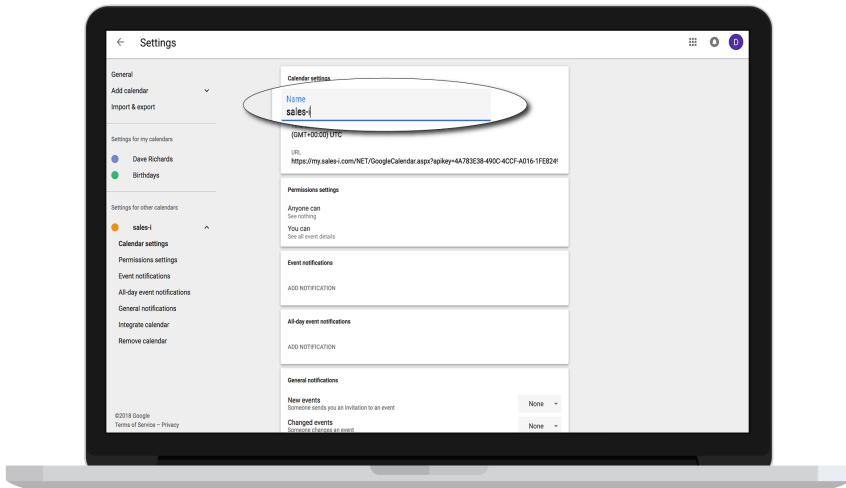


07 Next, click **From URL**.

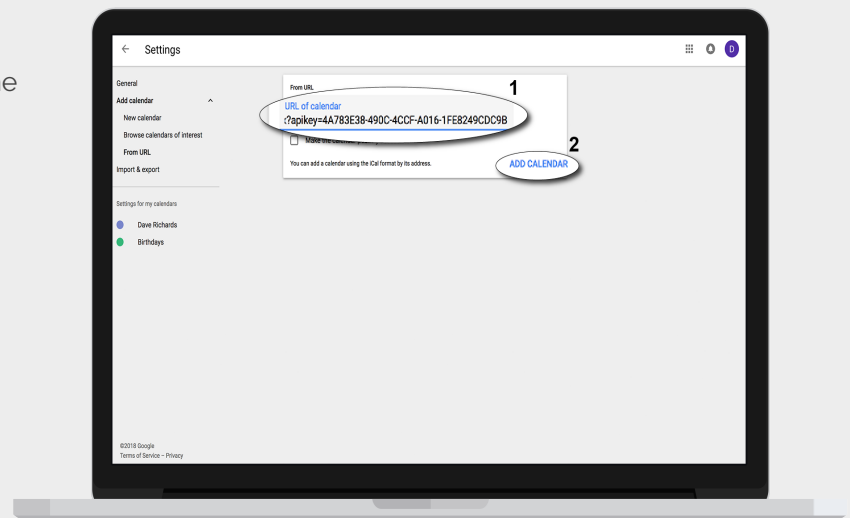


08 Paste the URL you copied from sales-i into the URL box, then click **Add Calender**.

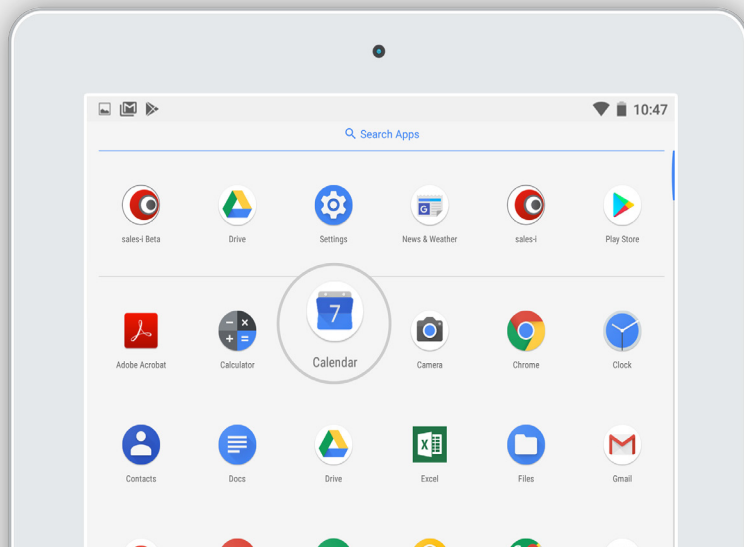
Your MyCalls Calendar is now synced with your Gmail Account and will appear on Google Calendar app on your Android Device.



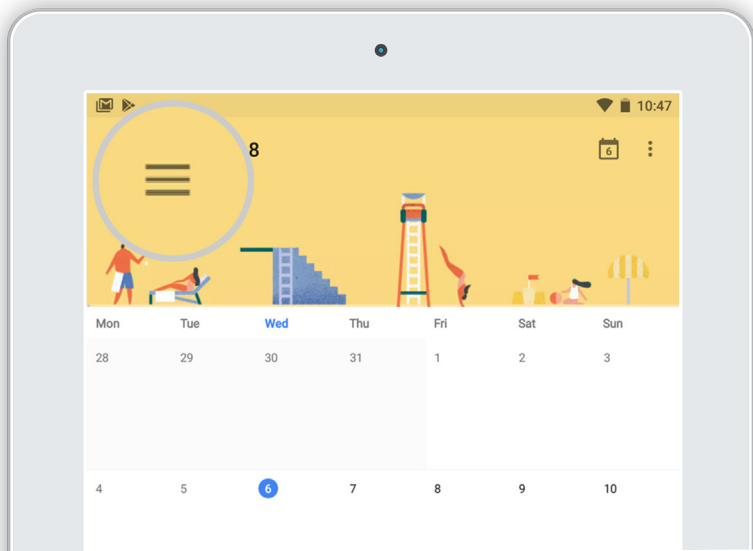
09 We recommend changing the name of the calendar to 'sales-i' or 'MyCalls' to make it more easily identifiable from your other Gmail calendars.



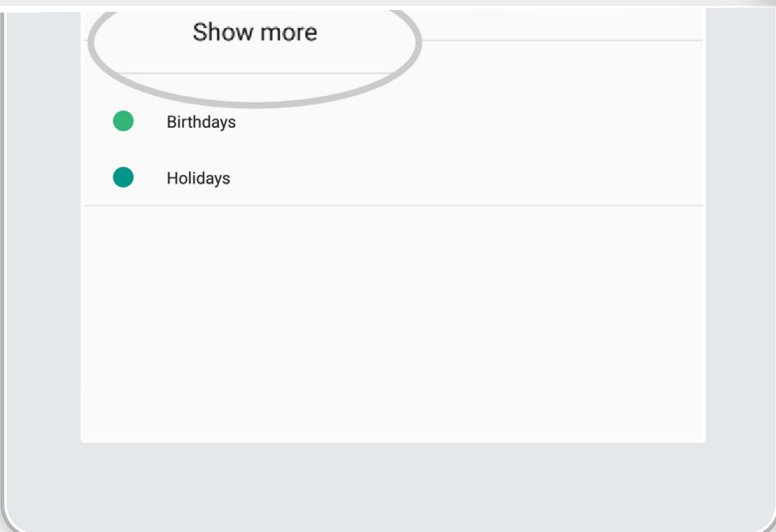
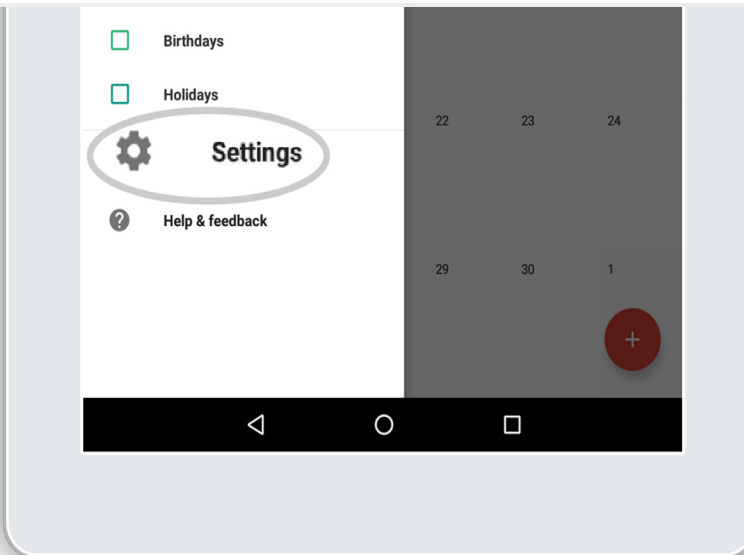
10 Now switch to your Android device and select the **Calendar** application.



11 Tap the **three lines icon** in the top left corner to bring up the calendar view options.

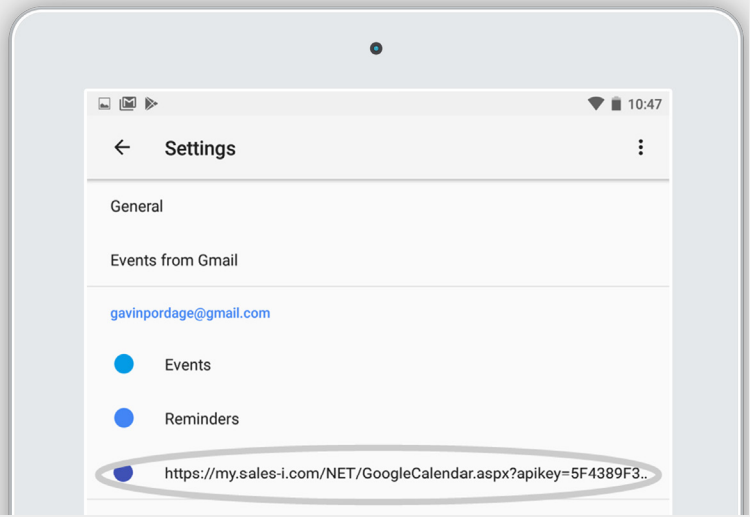


12 Tap on **Settings**.

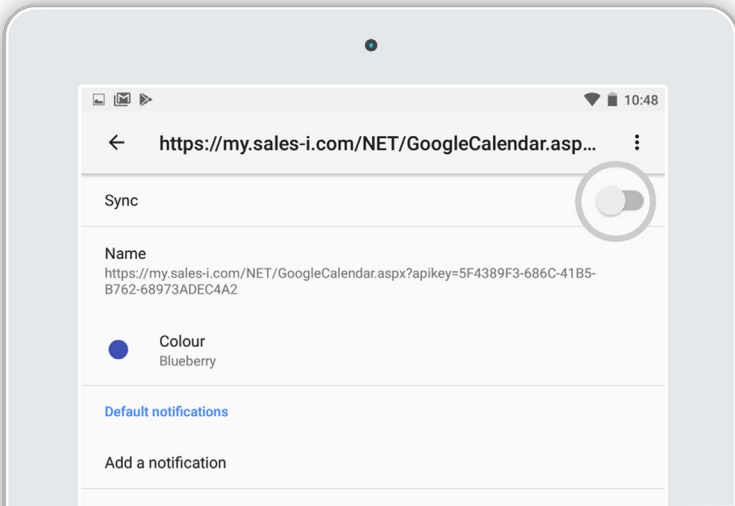


13 Within the events section tap **Show more**.

14 This will reveal the sales-i calendar. Next you'll want to tap on the calendar URL.

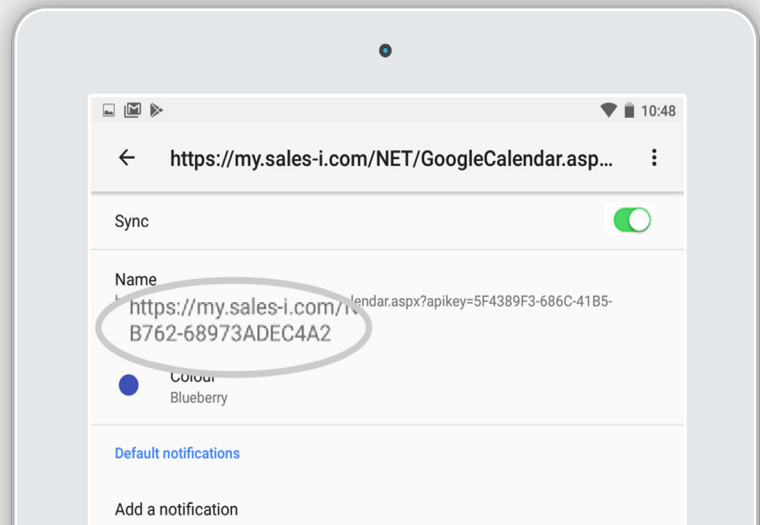


15 Tap the **Sync** toggle switch to turn it on.



16 Tap **Name** and change the long URL address to sales-i.

You can also set notifications and change the colour of the calendar within this section.



17 Once your calendar preferences have been set, tap the **Back arrow icon** to do back to the calendar view.

Congratulations! Your MyCalls diary is now synced to your Gmail account and Android device.

