HOW TO INTEGRATE MYCALLS WITH THE CALENDAR APP ON YOUR APPLE DEVICE*
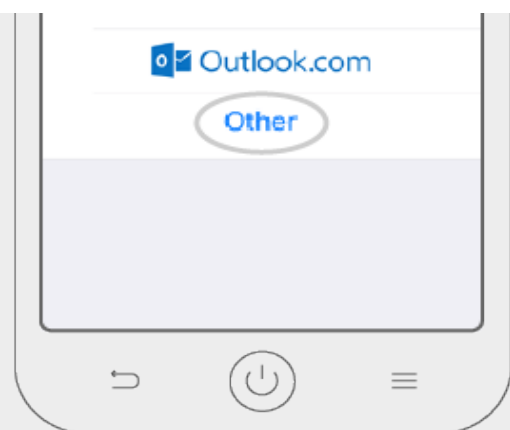
This guide will show you how to sync your MyCalls diary with the Calendar app on your Apple device so you can be up to date and in control whilst you're on the road.

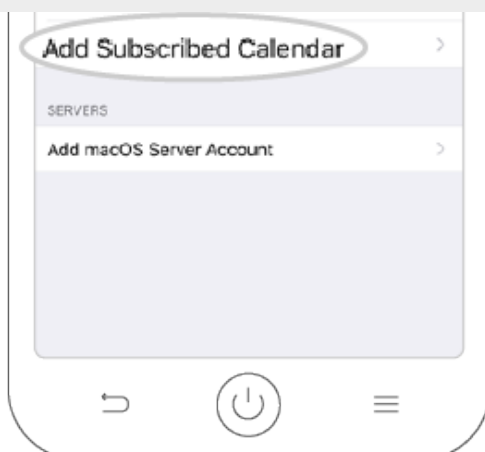*Please note: This how to guide does not work with Outlook Calendars.

01
On the Apple device, open **Settings** and then select **Accounts and Passwords**.
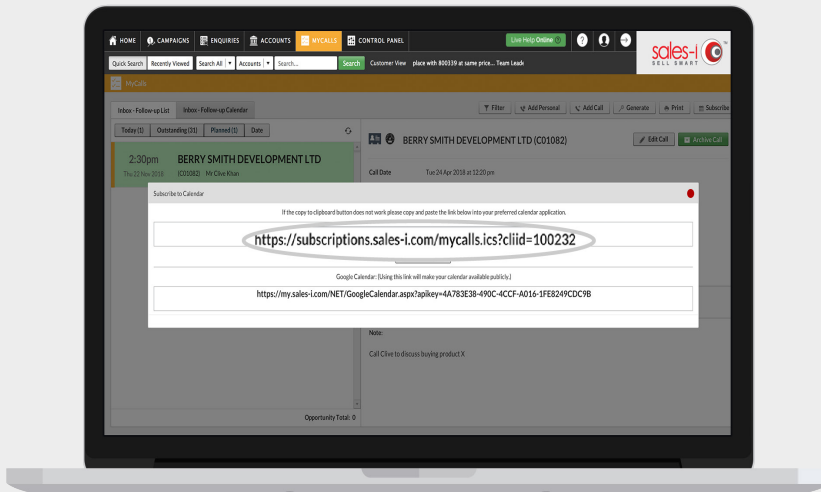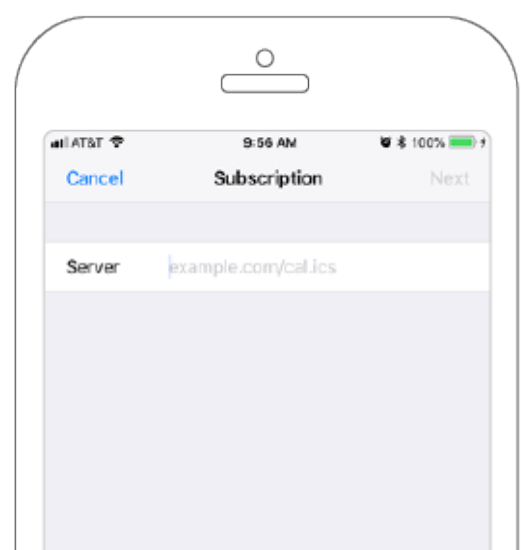

02
Tap **Add Account.**

03
Select the **Other** option, which can be found at the bottom of the list.

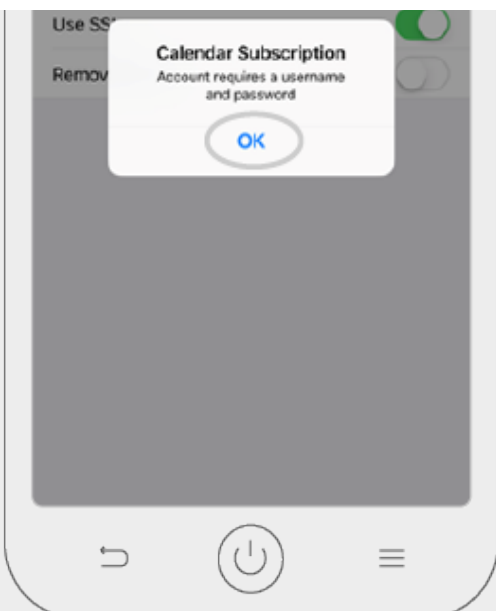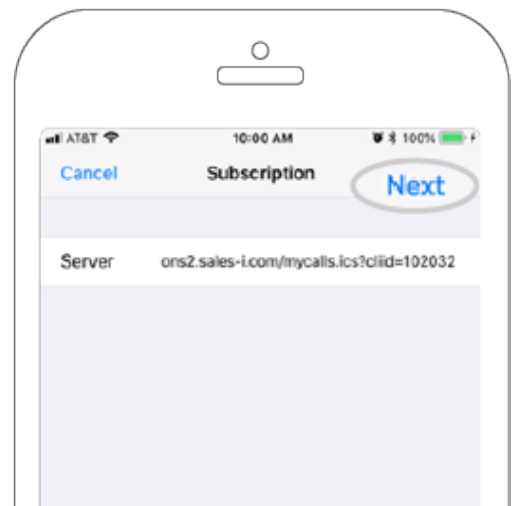## 04
Tap **Add Subscribed Calendar.**

05 You will now see a "server" text entry box. The address that needs to be entered in here is unique to your company and can be found on the desktop version of sales-i.

06 To find out your unique server address, log in to sales-i on your desktop and then select **MyCalls**, followed by **Subscribe** (top right hand corner)**.**
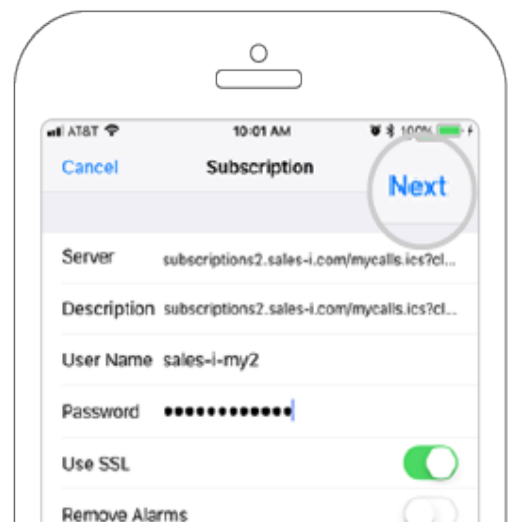
Your unique server link address will now appear in a popup.
(It is the first link address of the two that appear).

07 Type your unique server link address from the desktop into the search bar on your mobile phone and tap **Next**.
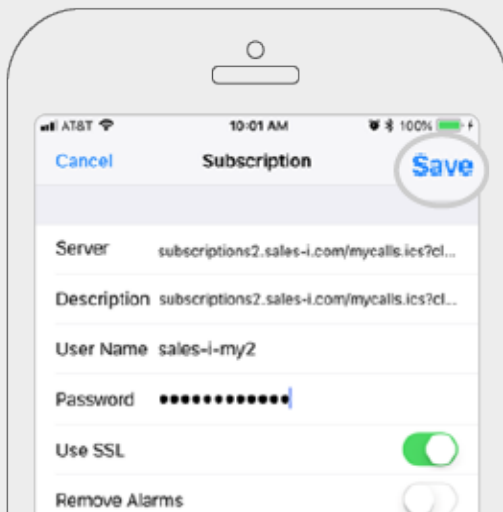

08 You will get a popup that says username and password required. Tap **OK**.
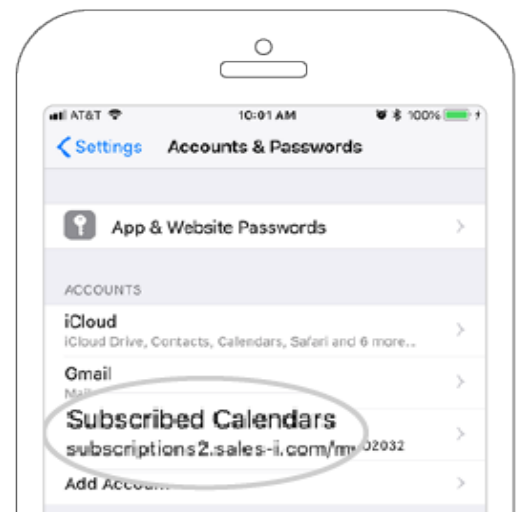
09 Enter in your username and password and tap **Next**.

10 The "Next" text will gray out for a second, and you will get the same screen except with "Save" in the top right corner. Tap **Save**.

11 The sales-i MyCalls calendar will display that it has been added in as a *subscribed calendar*.

12 You may need to change your phone's settings in order for the calendar to pull in new data and to ensure you always have an up to date call list.

To do this, go to your Apple device's homepage, tap **Settings** > **Accounts and Passwords** > **Fetch New Data** and confirm that the settings are set to **Fetch** and not manual for the sales-i calendar, and that the **schedule** (how often the diary updates) is set to **Automatic** or **every 15 minutes**.