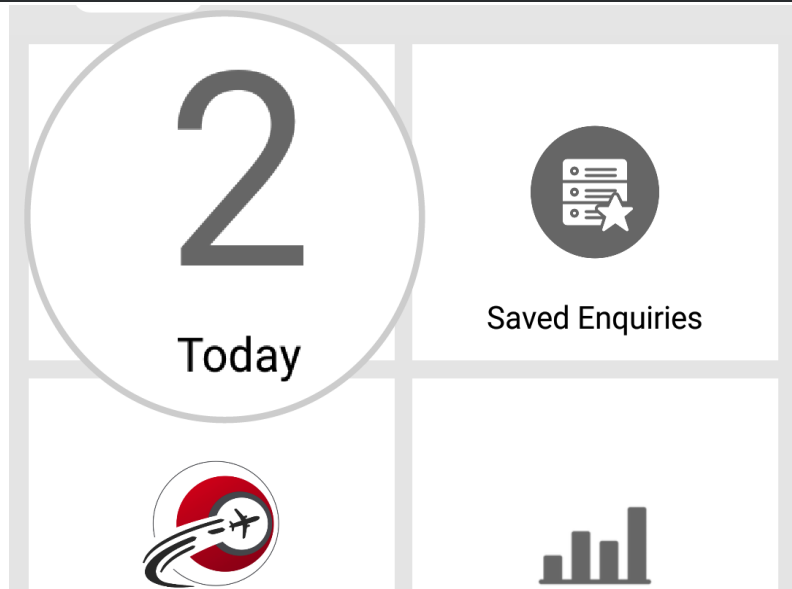


HOW TO ADD A PERSONAL APPOINTMENT TO YOUR MYCALLS DIARY ON YOUR ANDROID DEVICE

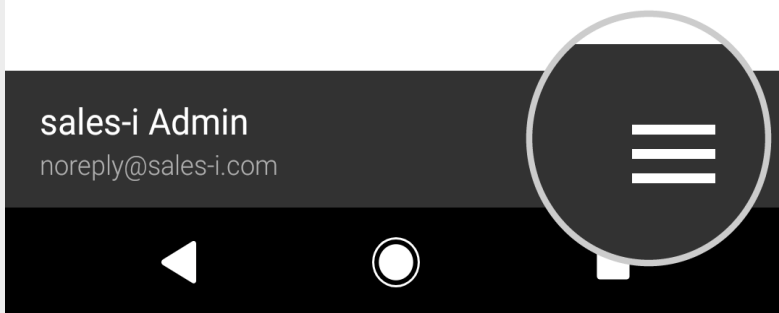
Using the MyCalls diary on your Android device for both your personal and work appointments is a great way to safeguard against ever double-booking your time.

01 From the navigation bar at the bottom of the screen, tap **MyCalls**.

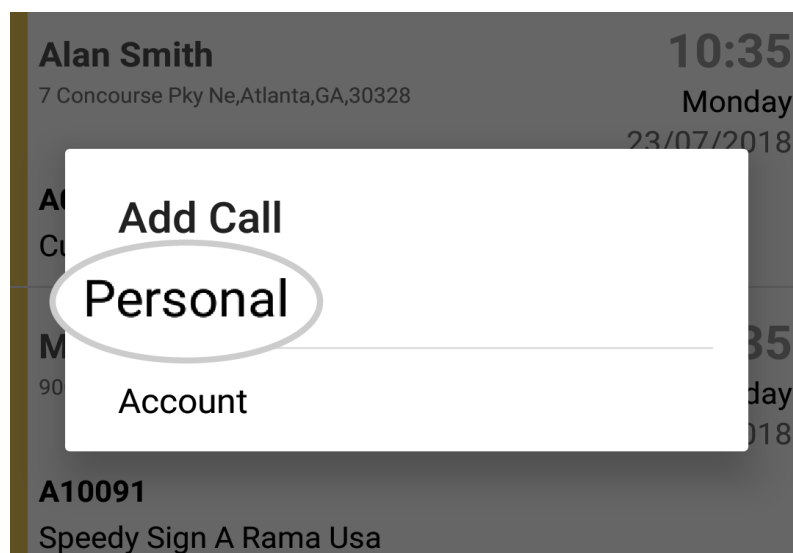



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02 Tap the **three lines symbol** at the bottom-right of the screen. Then tap the **+ symbol** to add a note.



03 Select **Personal** from the pop-up menu.



✕ Add Personal Appointment 

Start Date
Friday, 27 July 2018, 10:30

End Date
Friday, 27 July 2018, 11:00

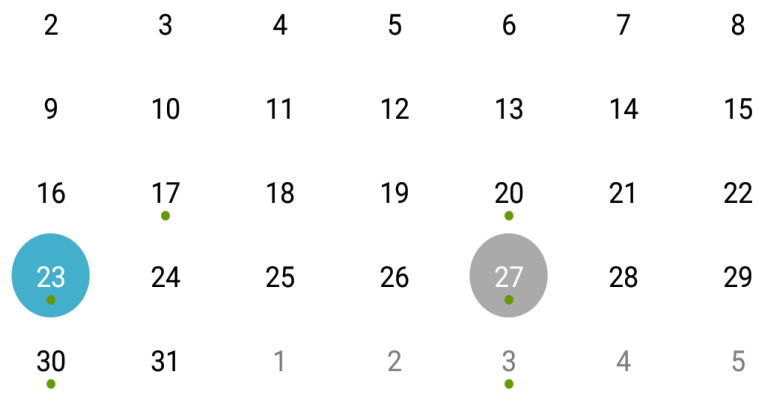
Note
Dentist

04 Input the start and end date/time of your appointment, then add a note (e.g. Dentist Appointment).

Tap the **save icon** to complete and save your note.

05 If you need to edit an appointment, select it from your inbox and tap the **pencil icon** to make your changes.

Alternatively, in Calendar view you can tap **Move Calls**, select the appointment and then tap **Select Date** to move it to the preferred date.



Move Calls

Personal Appointment 10:30
Dentist

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<https://support.sales-i.com>