

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

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

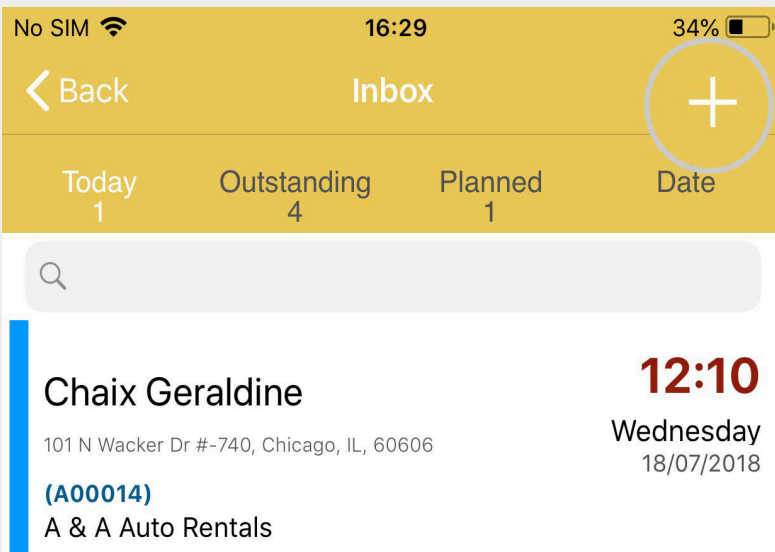
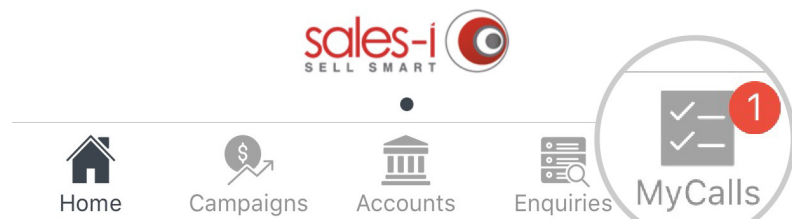
01 From the navigation bar at the bottom of the screen, tap **MyCalls**.



Autopilot

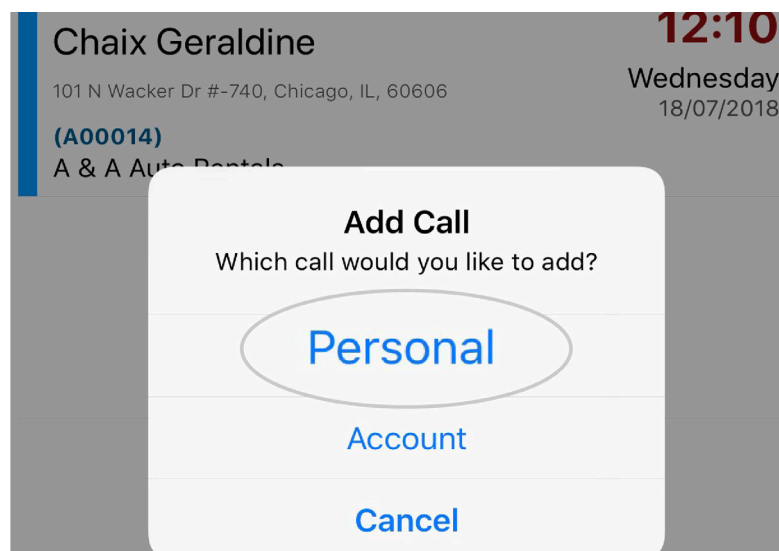


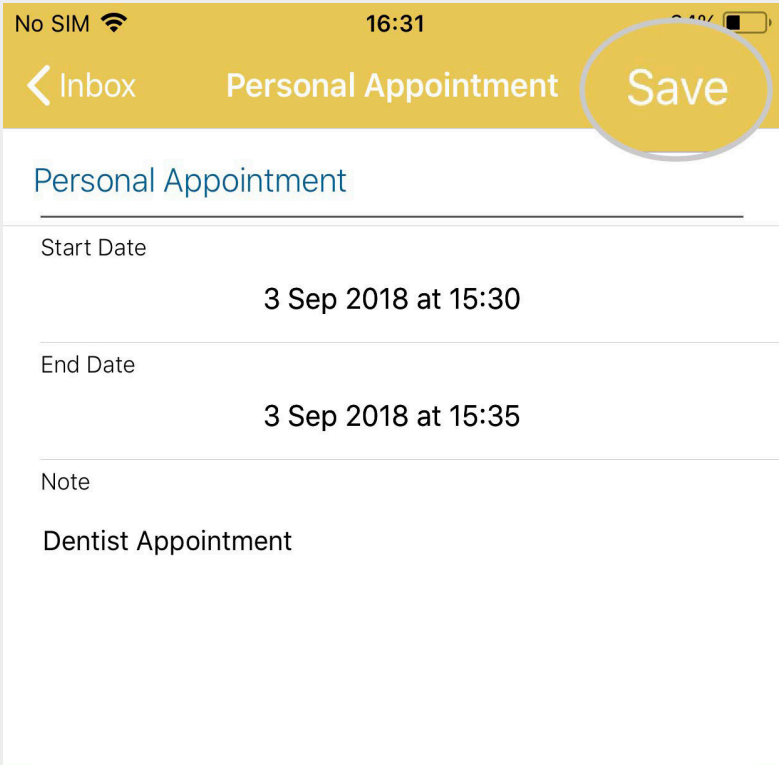
Note



02 Tap the + symbol at the top of the screen to add a note.

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



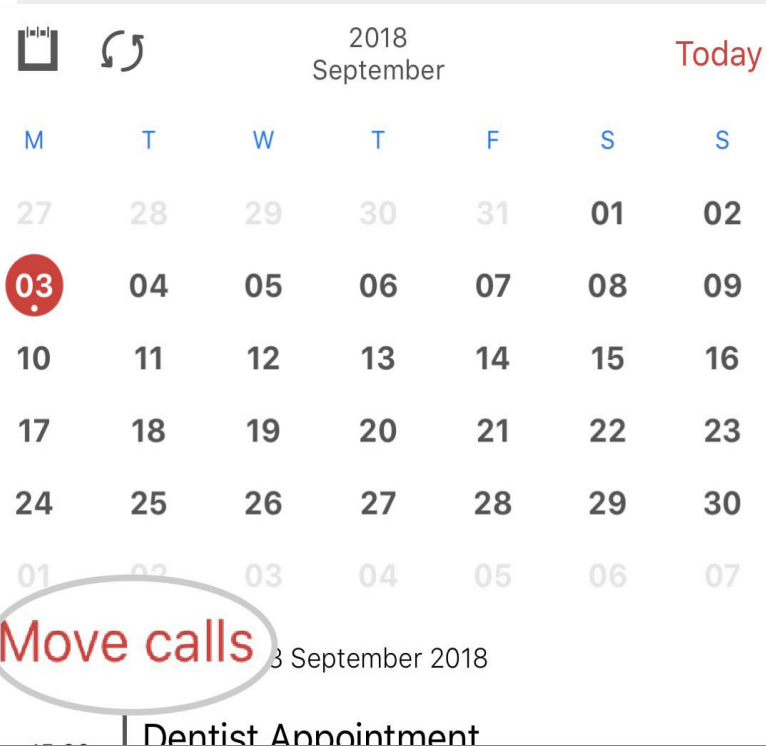


04 Input the start and end date/time of your appointment, then add a note (e.g. Dentist Appointment).

Tap **Save** to complete and save your note.

05 If you need to edit an appointment, select it from your inbox and 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.



VISIT OUR SUPPORT SITE

Don't forget to visit our support site online to view sales-i how to's, tips, tricks and best practices.

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