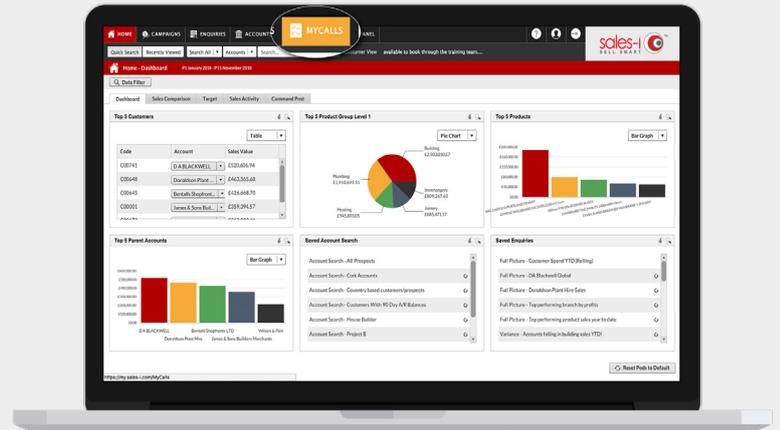


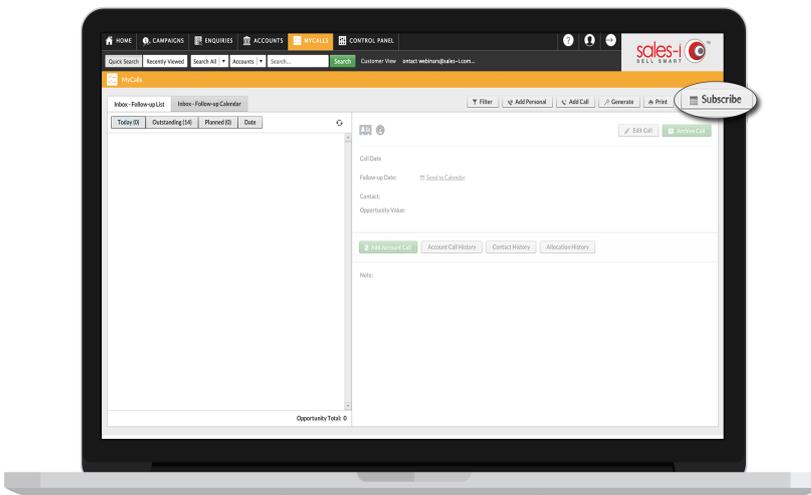
HOW TO SYNC MYCALLS TO YOUR GMAIL ACCOUNT

This guide shows you how to sync your MyCalls schedule with your Gmail account, so you can see all your upcoming appointments and calls on your Gmail calendar.

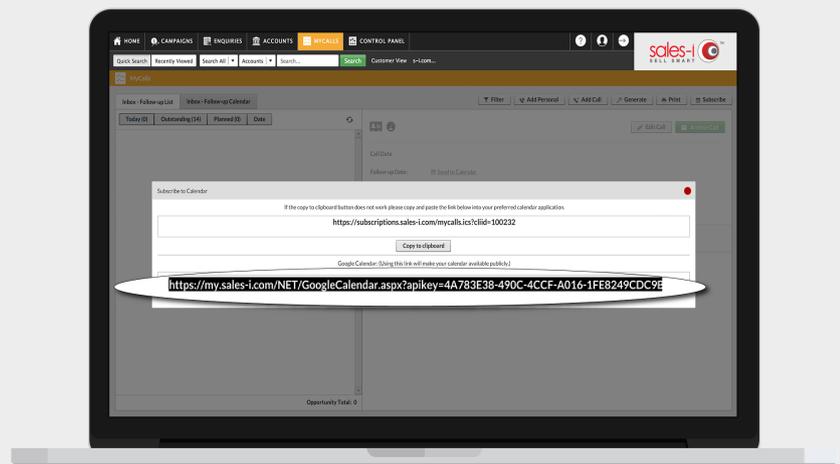
01 From the black navigation bar at the top of the screen, click **MyCalls**.



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

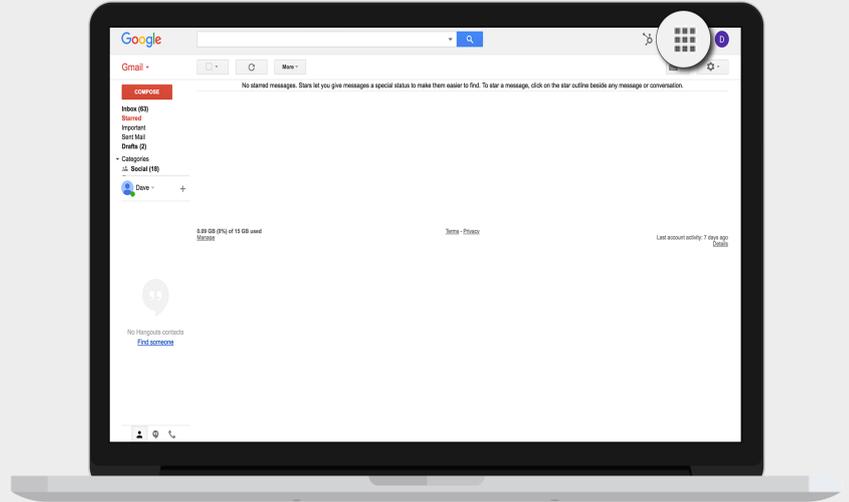


03 A new window will open, and you will see two URL addresses. The bottom address is for Google Calendar in Gmail. Highlight this URL address and copy it.

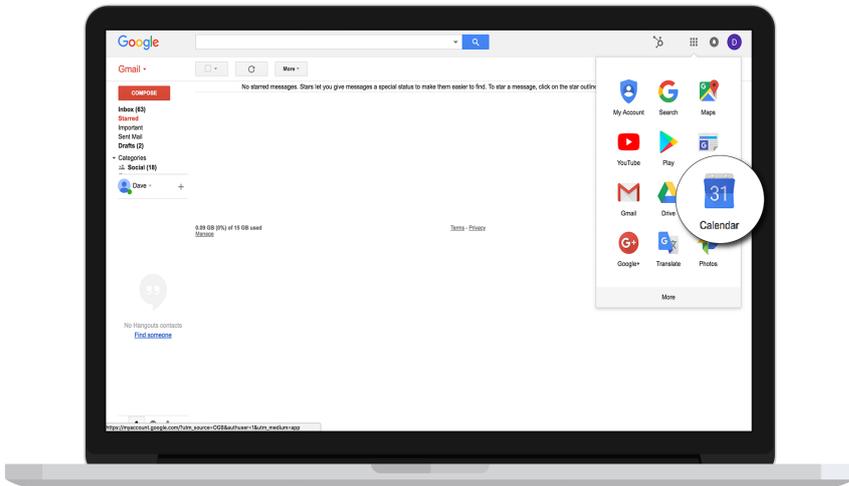


04 In a new browser tab, navigate to www.gmail.com and sign into your Gmail account.

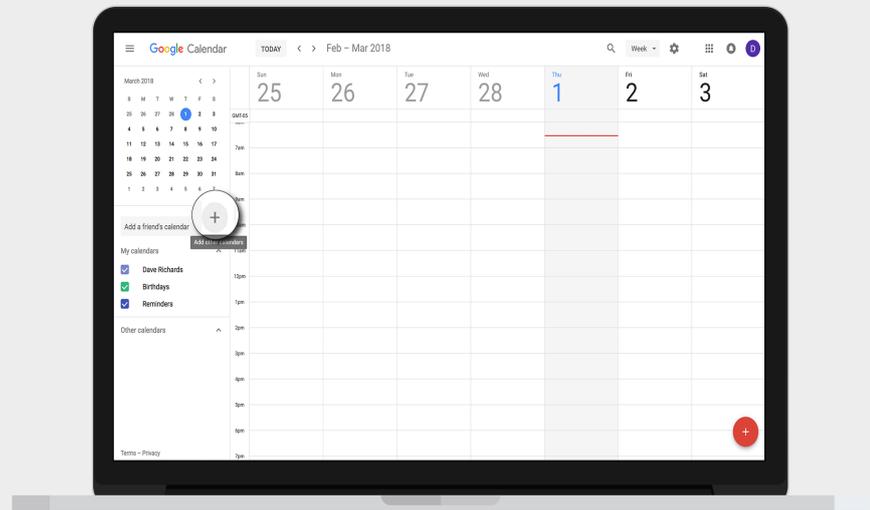
In the top right, next to your account name, you will see 9 small tiles. Click them.



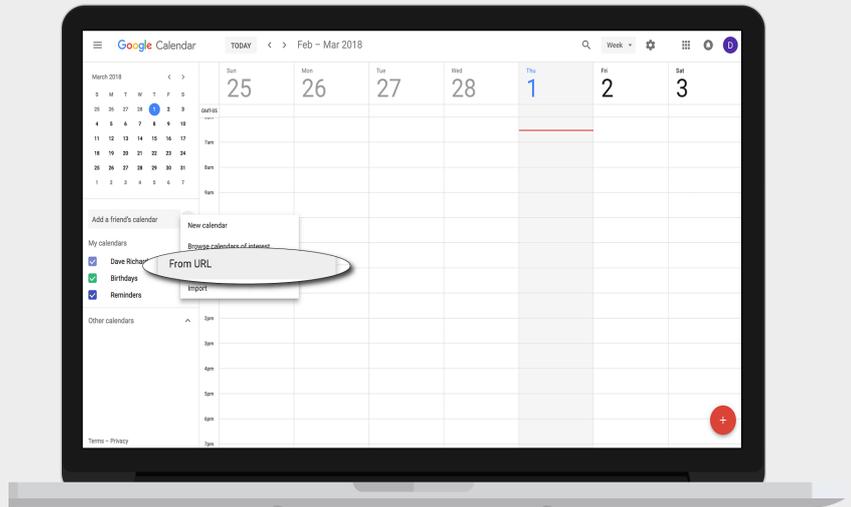
05 From the options that open up, click **Calendar**.



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

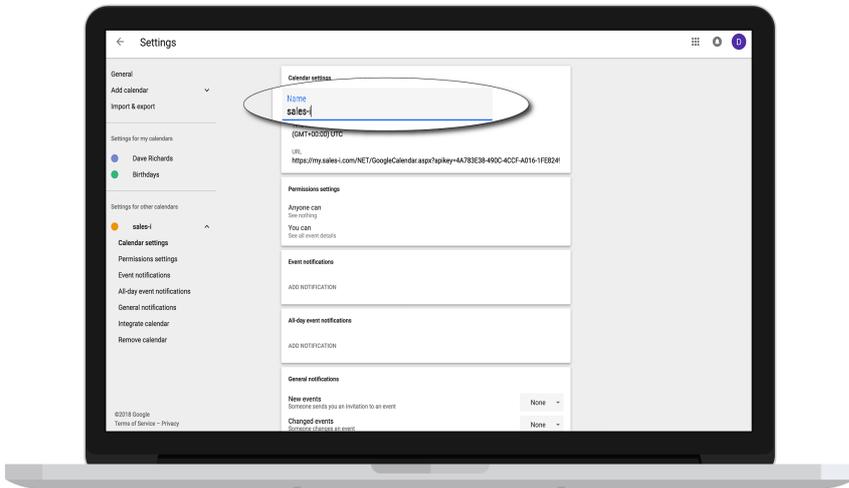


07 Next, click **From URL**.



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.



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.

