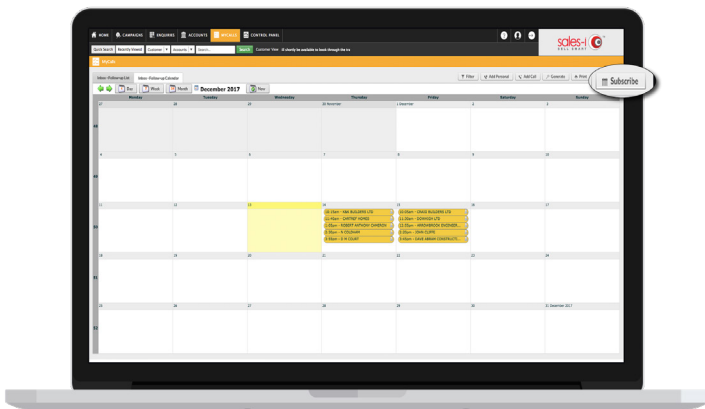


HOW TO SYNC YOUR MYCALLS CALENDAR WITH OUTLOOK (PC ONLY)

This guide will show you how to sync your Outlook calendar* with your MyCalls calendar.

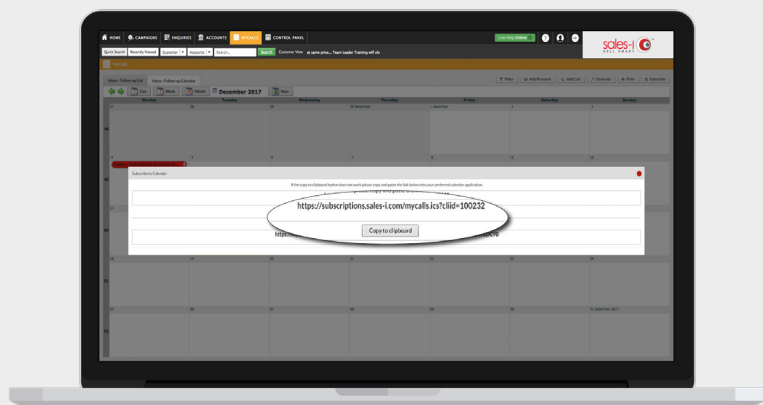
*Works on PC Versions of Outlook 2010 and beyond.

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



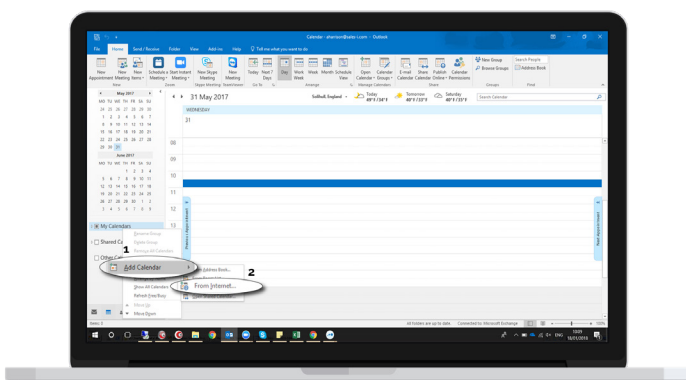
02 Click **Subscribe**.

03 A window will pop up on your screen. Copy the link text.

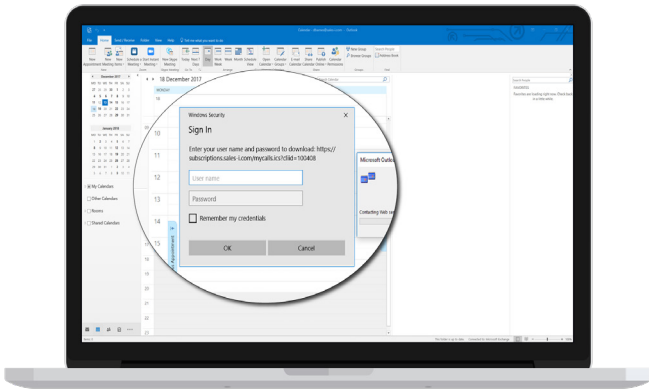
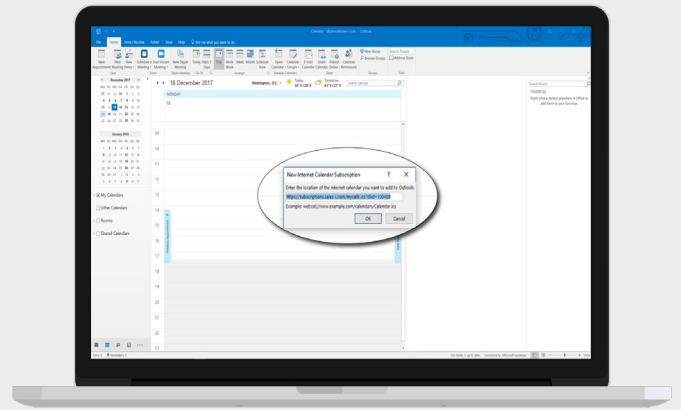


04 Now, go into Outlook and *right click* on **My calendars**.

Select **Add calendar** and then **From Internet**.



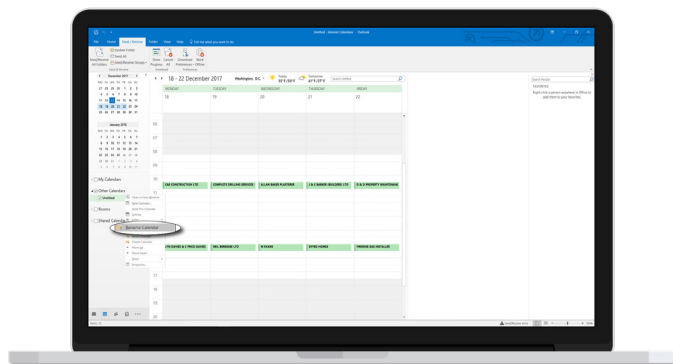
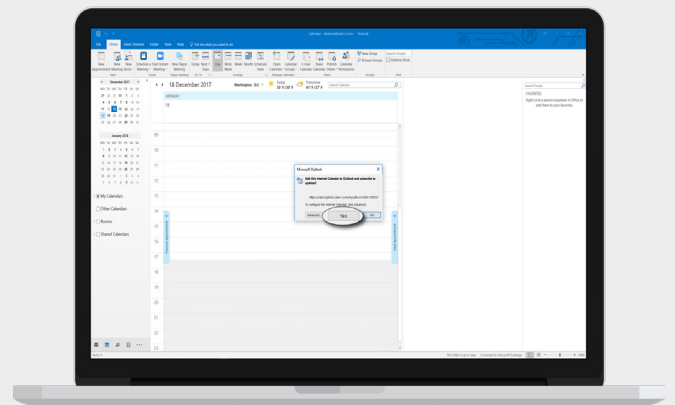
05 Paste the link you just copied into the bar that appears and click **OK**.



06 Enter **your sales-i** user name and password into the new box that appears and click **OK**.

07 Once entered, an Outlook subscription window will open. Select **Yes** and you will now be able to sync calls through MyCalls.

Please note: It may take a few minutes for your calls to sync across and display.



OPTIONAL

You may wish to right click on your new calendar and **Rename Calendar** into something useful, e.g. 'sales-i MyCalls'