

**Instructions for syncing your phone calendar to the Henry Clay Band Calendar. These are provided by Charms Office Assistant, the program used by the band. The band makes no guarantee that these will work for your particular phone.**

**Find your phone below and follow instructions.**

**\*\*\*Apple iPhones\*\*\***

Go into the Settings app

Touch "Mail, Contacts, Calendars"

Under Accounts, touch "Add Account"

On the Add Account screen, touch "Other"

Under Calendars, touch "Add Subscribed Calendar"

For the Server value, enter the URL of the public calendar:

<https://www.charmsoffice.com/charms/calsynct.asp?s=HClayHSBand>

Touch "Next" in the upper right corner.

It will verify the server then show a subscription page. Change the description if you like.

Touch "Save" to save the subscription.

Touch " Calendars"

Make sure HC Band Calendar is displayed and checked

**\*\*\*Android Phones\*\*\***

**To sync with Android devices, you will need to use your Google account and have a Google calendar created.**

**In your Google calendar on a real computer:**

Under "Other Calendars" click the Add link.

Select "Add by URL"

Enter the following URL:

<https://www.charmsoffice.com/charms/calsynct.asp?s=HClayHSBand>

Click "Add Calendar"

Google will begin to sync your calendar, and it will appear on the screen.

Click "Settings"

Change the long name of the new calendar to something you will remember such as "Charms Calendar"

Your phone should automatically be set to sync with your Google calendar.

On your phone: Click on "Calendar", then bring up the settings for the calendar. Click on Calendar Sync. You should see your google account listed already. Make sure Auto-Sync is checked.