

How to Sync a Charms Calendar With your Personal Calendar on your Phone

For iPhones:

- 1) Go into the Settings app
- 2) Touch "Mail, Contacts, Calendars"
- 3) Under Accounts, touch "Add Account"
- 4) On the Add Account screen, touch "Other"
- 5) Under Calendars, touch "Add Subscribed Calendar"
- 6) For the Server value, enter the URL of the public calendar:
<https://www.charmsoffice.com/charms/calsync.asp?s=VandenMusicBoosters>
- 7) Touch "Next" in the upper right corner.
- 8) It will verify the server then show a subscription page. Change the description if you like.
- 9) Touch "Save" to save the subscription.



For 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:

- 1) Under "Other Calendars" click the Add link.
- 2) Select "Add by URL"
- 3) Enter the following
[URL:https://www.charmsoffice.com/charms/calsync.asp?s=VandenMusicBoosters](https://www.charmsoffice.com/charms/calsync.asp?s=VandenMusicBoosters)
- 4) Click "Add Calendar"
- 5) Google will begin to sync your calendar, and it will appear on the screen.
- 6) Click "Settings"
- 7) Change the long name of the new calendar to something you will remember such as "Charms Calendar"
- 8) Your phone should automatically be set to sync with your Google calendar.
- 9) 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.



For Blackberry Phones:

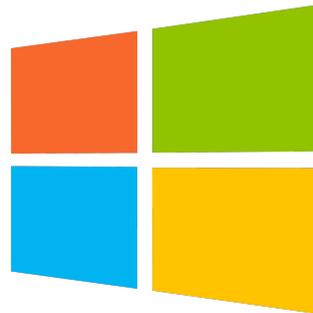
To sync with Blackberry, you must first download the "google sync" and install it on your phone.



- 1) Log into your Google calendar on the computer.
- 2) Under "Other Calendars" click the Add link.
- 3) Select "Add by URL"
- 4) Enter the following
<https://www.charmsoffice.com/charms/calsync.asp?s=VandenMusicBoosters>
- 5) Click "Add Calendar"
- 6) Google will begin to sync your calendar, and it will appear on the screen.
- 7) Click "Settings"
- 8) Change the long name of the new calendar to something you will remember such as "Charms Calendar"
- 9) Your phone should automatically be set to sync with your Google calendar.
- 9) 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.

For Windows Phones:

For Windows Phones with the new "Mango" upgrade you can now sync your Charms calendar:



- 1) On your PC, open the Windows Live Calendar site for the account your phone uses.
- 2) Click the Subscribe link (between New and Share).
- 3) Make sure Subscribe to a public calendar is selected
- 4) Enter
<https://www.charmsoffice.com/charms/calsync.asp?s=VandenMusicBoosters>
as the Calendar URL
- 5) Enter "Charms" for the Calendar Name. The color and charm don't apply to the phone.
- 6) Click Subscribe to calendar.

Now the calendar from Charms is associated with your Windows Live calendar and will appear on your Windows Phone the next time you sync.