

CALENDAR

CALENDAR

EVENT LIST

GLOBAL EDIT

EXIT CHARMS

Add Bookmark

Time to Renew



## Sync Charms Calendar with your Mobile Devices

**With modern mobile devices and calendars, you can keep all your calendars in sync with a few simple settings. (Note - these steps will sync the entire calendar).**

**Select your device and follow the listed steps:**

 **For iPhones:**

 **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/calsyncinst.asp?s=SpringtownBand>
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:**

 **For Windows Phones:**