

## **For Iphones:**

1. **Go into the Settings app**
2. **Touch "Accounts & Passwords"**
3. **On the Accounts & Passwords screen, 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 for the teacher calendar:  
<https://www.charmsoffice.com/charms/calsynct.asp?s=JCHSChoir>**
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 Androids:**

**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/calsynct.asp?s=JCHSChoir>**
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.**