

## 1) For iPhones

1. Go into the Settings app.
2. Press "Calendar".
3. Press "Accounts".
4. On the Accounts screen, press "Add Account".
5. On the Add Accounts screen, press "Other".
6. On the next screen, press "Add Subscribed Calendar".
7. For the Server value, enter the URL for the teacher calendar:  
<https://www.charmsoffice.com/charms/calsynct.asp?s=DeSoto>
8. Touch "Next" in the upper right corner.
9. It will verify the server then show a subscription page. Change the description if you like.
10. Touch "Save" to save the subscription.

## 2) 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/calsynct.asp?s=DeSoto>
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.

## 3) For Windows 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 URL:  
<https://www.charmsoffice.com/charms/calsynct.asp?s=DeSoto>
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.
10. 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.