

## Instructions to subscribe to electronic NHS Band Calendar...

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### 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:
- 7 <https://www.charmsoffice.com/charms/calsynct.asp?s=NorthwesternHSBand>
- 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.

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:
- 4 <https://www.charmsoffice.com/charms/calsynct.asp?s=NorthwesternHSBand>
- 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.

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 URL:
- 5 <https://www.charmsoffice.com/charms/calsynct.asp?s=NorthwesternHSBand>
- 6 Click "Add Calendar"
- 7 Google will begin to sync your calendar, and it will appear on the screen.
- 8 Click "Settings"
- 9 Change the long name of the new calendar to something you will remember such as "Charms Calendar"
- 10 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.

## For Windows Phones:

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

- 10 On your PC, open the Windows Live Calendar site for the account your phone uses.
- 11 Click the **Subscribe** link (between **New** and **Share**).
- 12 Make sure **Subscribe to a public calendar** is selected
- 13 Enter <https://www.charmsoffice.com/charms/calsynct.asp?s=NorthwesternHSBand> as the Calendar URL
- 14 Enter "Charms" for the Calendar Name. The color and charm don't apply to the phone.
- 15 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!