<u>**How to Sync Your Calendar to Your Device**</u>
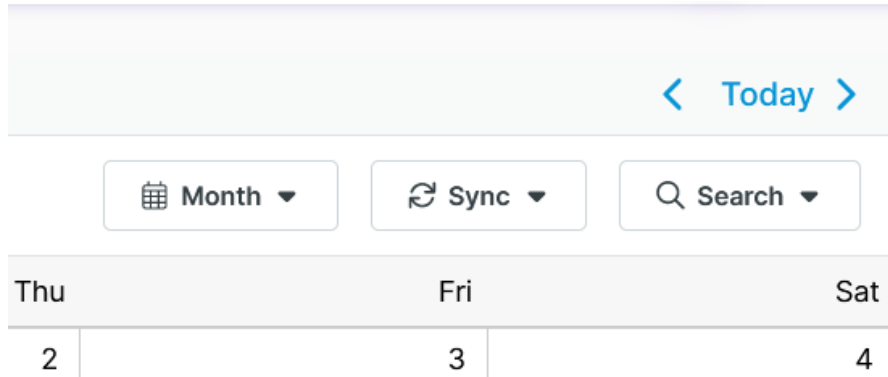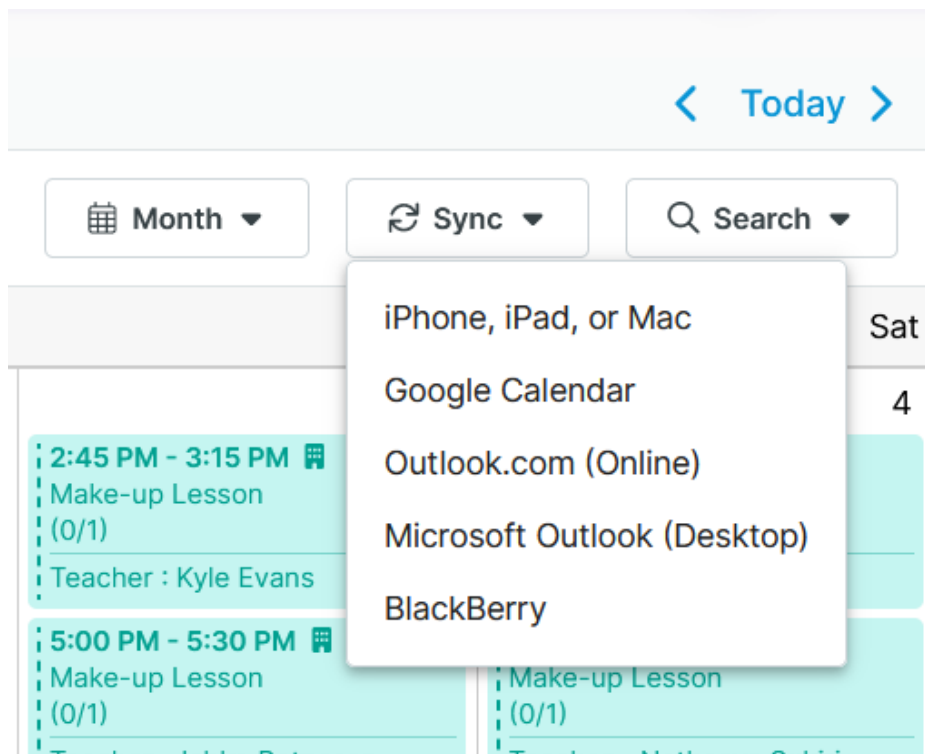
1. Navigate to "Calendar" from the main menu on the left

2. Click "Sync" in the toolbar

3. Select your device type from the drop-down menu
4. Follow the on-screen instructions to complete the sync