

Calendar Synchronization for Mobile Devices

If you wish to have your work-related calendar appointments accessible on your mobile device...

1. For iOS Devices: *

- a. Open -Settings-; Mail, Contacts, Calendars;
 - b. Scroll to the bottom of these settings,
 - i. Tap -Default Calendar-,
 - ii. Tap next to your -SWU calendar-,
 1. The name of your SWU email account will be as you set it up when you first setup your SWU email on the iOS device.
 - c. Return to your home screen by pressing the -home button-.
 - i. If you have an older version of iOS installed, the settings may be slightly different.
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2. For Android Devices: *

- a. Open your -calendar app-; create a -new appointment-.
 - i. Within the appointment options is a calendar option which allows you to select the location that the appointment is saved to.
 - ii. Changing an appointment to save to your SWU calendar will change the location that all future appointments are saved to by default.
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* There are a variety of different calendar apps available, along with different versions of both of the Operating Systems listed above. If you have a different version of the Operating System or are using a different calendar app, you may need to pursue alternative guidelines to change the default calendar. If you have difficulty changing your default calendar, please notify Information Technology.