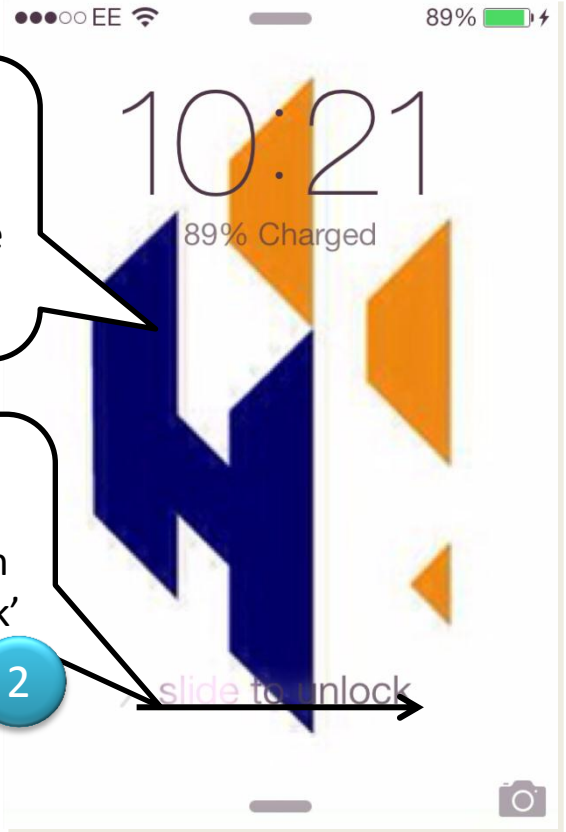
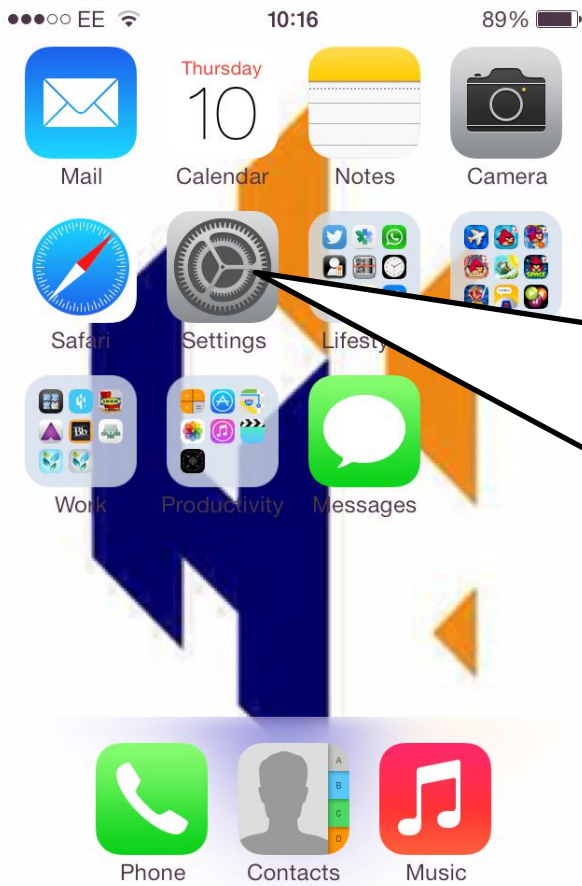


1 This is your lock screen. You will find that your background image will be different. Here you will find Basic information like the time, signal, Wi-Fi connectivity and the battery status (If charging it will state the percentage charged).



To unlock your device; you must first press either the power button or home button on your device. This brings up your home screen as seen to the right, swipe the 'Slide to unlock' section on your screen from left to right.



2 The screen you are brought to lists all of your available apps and resources. You may have created folders to hold a group of apps or you may need to swipe the screen from right to left, which will show you your further pages. In this case, there are 2 different ways to achieve what we need. The first way is to locate your 'Settings' app and tap it once.

3

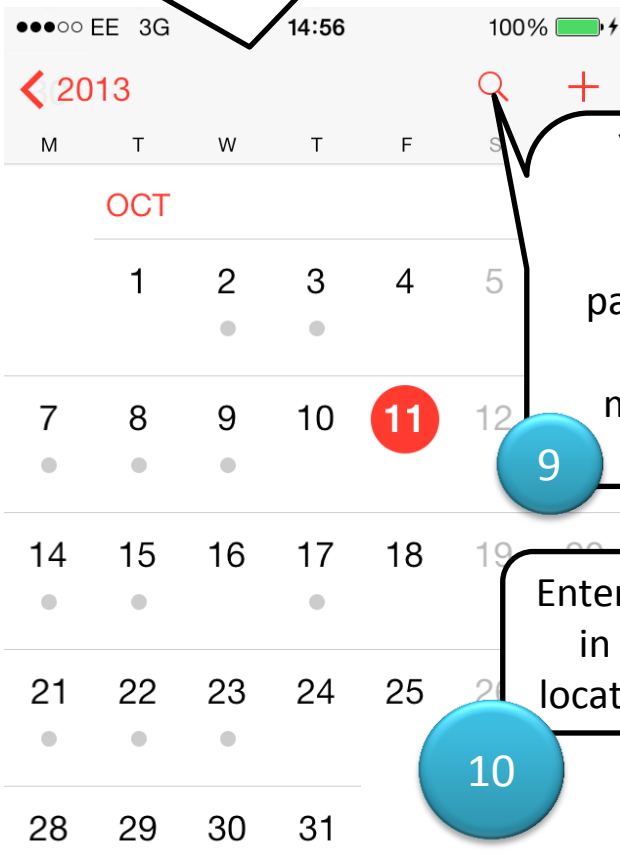
4 Once in your settings scroll down until you see 'Mail, Contacts, Calendars'. Tap on this heading.

5 This will list any 'Mail' accounts you have at the moment, click on the account you wish to sync your calendar with.

6 Here locate 'Calendars' and swipe or tap the slide key next to the text on the right. This will take all of your meetings and place them into your calendar. You will then have functionality on your device to allow or deny meeting requests.

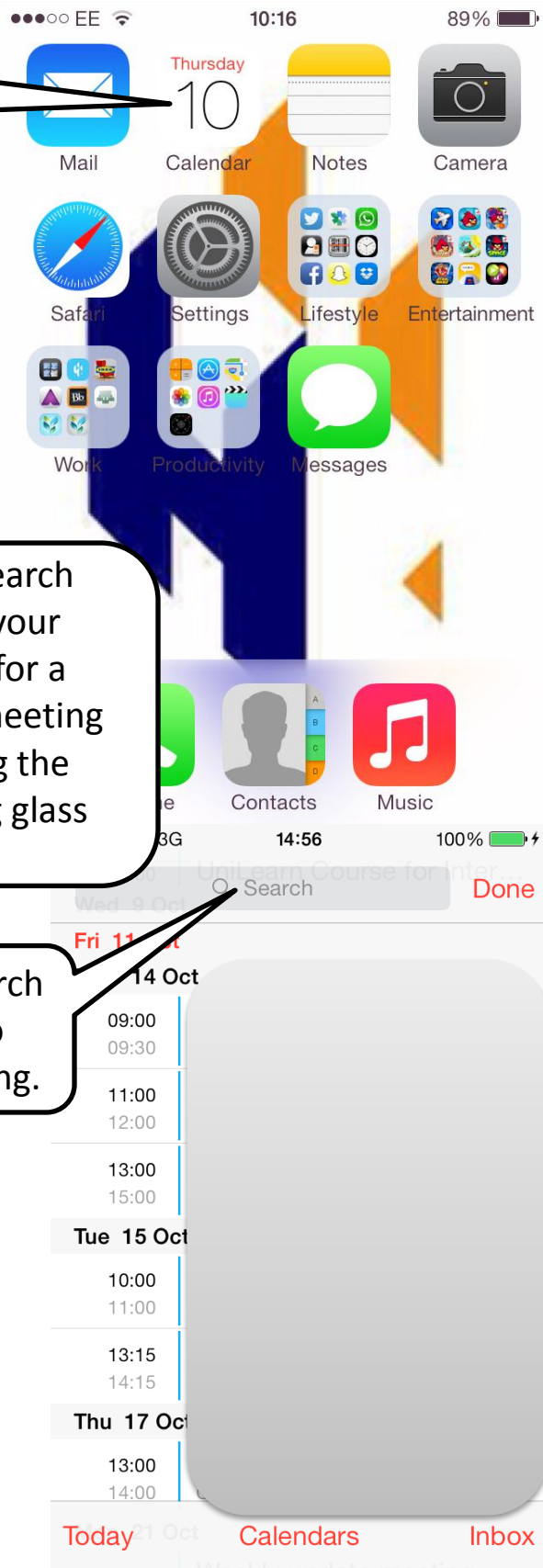
7 Once you have completed this, go back to you home screen. Find and tap your 'Calendars' app.

8 You will then find yourself at the current month, and usually the current day with a coloured circle over it.



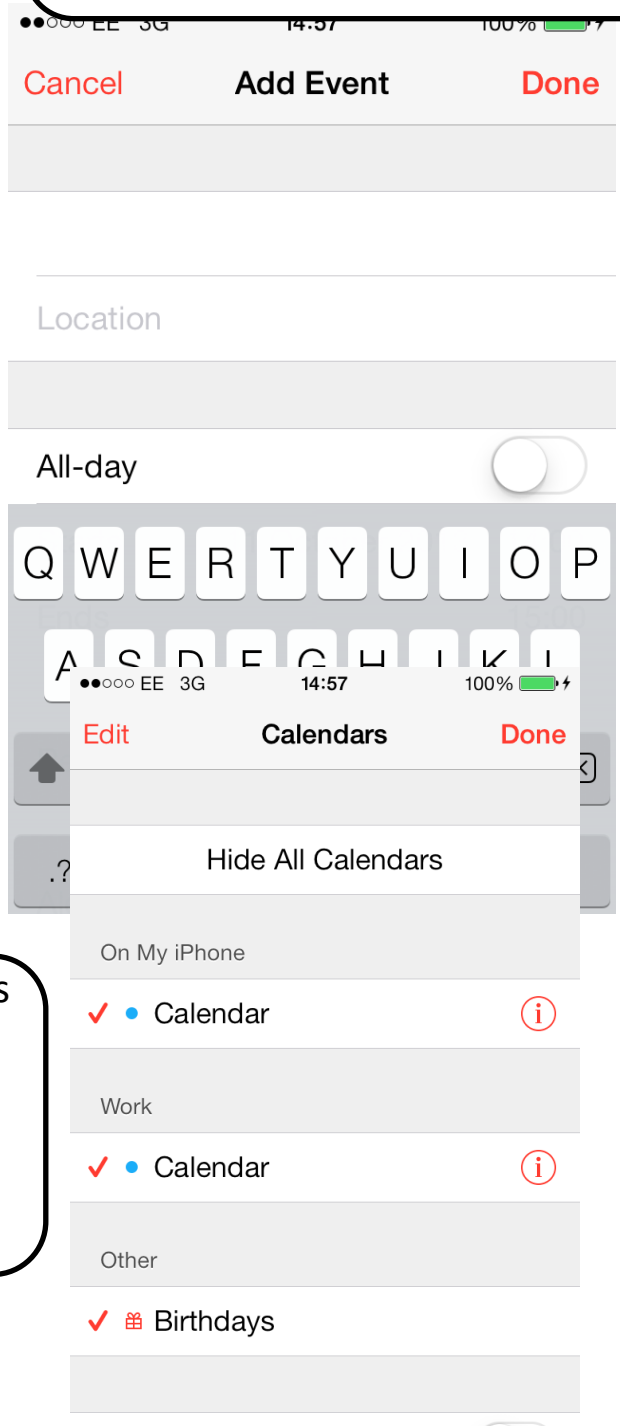
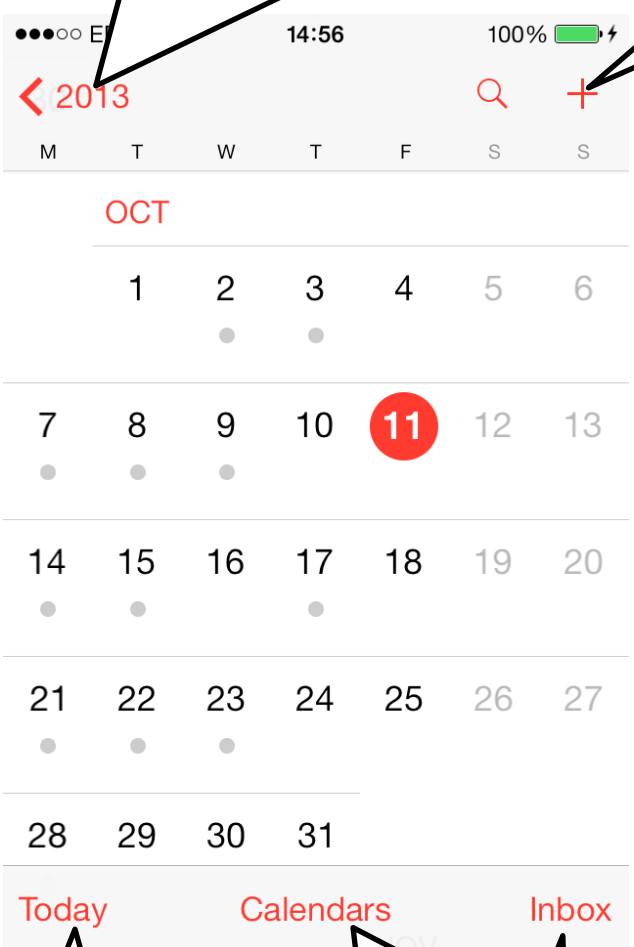
9 You can search through your calendar for a particular meeting by clicking the magnifying glass icon.

10 Enter your search in the box to locate a meeting.



Click the year in the top left corner to pan out to view the whole years months. To select a month just tap on the month you want.

To put in a meeting or special occasion into your calendar manually. First select the date you want then select the plus icon and enter the details.



Tapping 'Today' will take you directly to the current date.

Tapping 'Calendars' gives you the opportunity to turn different accounts off on your calendar. Whether it Birthdays or an old calendar.

Tapping 'Inbox' will show you any unanswered meeting requests you have received.