




Keep Up-to-Date with the Latest ECPC Calendar ***Instructions for Synchronizing your Outlook and/or PDA***

To download (or copy) events from the church website calendar for the next year to Outlook calendar or to your PDA, you may print and follow these directions.

1. Go to www.ecpca.org and select the **Calendar** option. The church calendar will display.
2. Select the **Daily View** icon ( Daily View) which is located approximately in the center of the screen just above the days of the week on the calendar. Events will then display as a list instead of a monthly calendar.
3. Select the **Prefs** icon () , located approximately in the center of the screen. A small window titled **User Preferences** will pop up.
4. In the **User Preferences** window:
 - a. When prompted for **Days to view on calendar**, enter “365”.
 - b. Select **Show only days with events**, and
 - c. **Submit**. (After a moment, the screen will display all of the events scheduled for the next year.)
5. Select the **Sync** icon () , which is located to the right of the **Prefs** icon, and follow the directions to synchronize your calendar. (If you have any problem, the directions on the screen will be helpful. The first time may be a little “tricky”, but afterwards, it will be very simple.)
6. A screen titled **Sync Events with Palm, Outlook and GroupWise** will pop up next. Click on “**Sync**” at the bottom of that box. A **Wyncs Web Sync** window will pop up next.

Note:

 - If you wish to download all of these church events, go to Step #7 now.
 - If you wish to download only certain events, you may choose those events. Note that each event on the church calendar is displayed in the **Web Sync** window with a checkmark under the “Sync” column. Each event with a checkmark will be added to your Outlook or pocket calendar, unless you choose a subset of the events. To do this, you may click on any of the checkmarks and “unmark” them if you do not wish to add them to your calendar. Or you may “Deselect All” and then click in the blocks by the events you wish to add. When you have “checked” all the events you wish to add to your calendar(s), continue with the next step.
7. Click on the **Synchronize** button at the bottom of **Wyncs Web Sync** window. **The Wyncs Web Sync Preferences** window will pop up. Select the program you in which you wish to insert your calendar data and click “OK”. You should see a confirmation that the data has been synchronized. Check your Outlook or PDA to verify that the updates have taken place.
8. [Email our website coordinator](#) if you have questions.