

iPhone & iPad – Calendar Features

Monday, 2/21/22

Gail Weiss

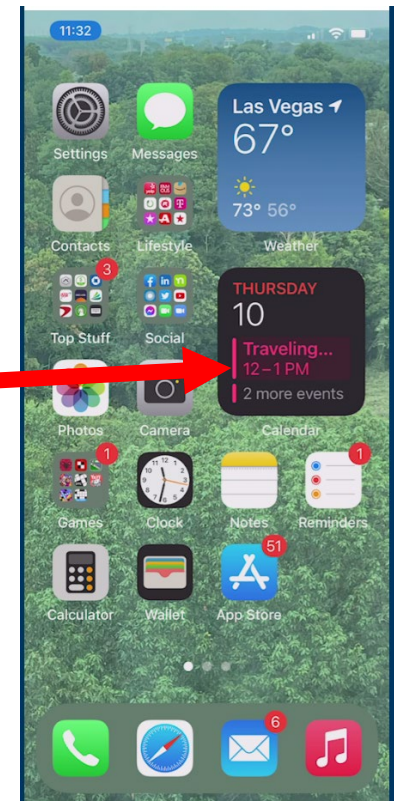
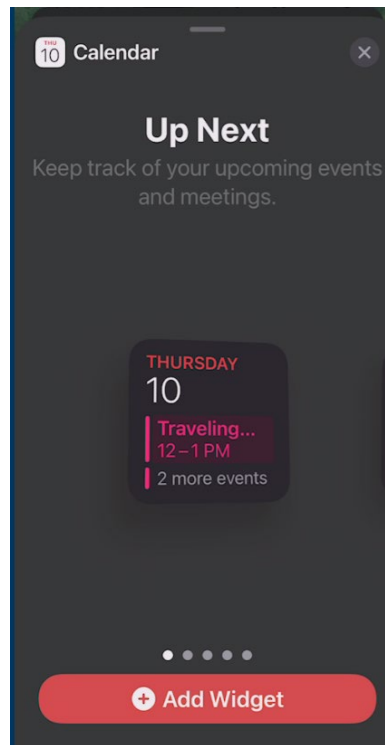
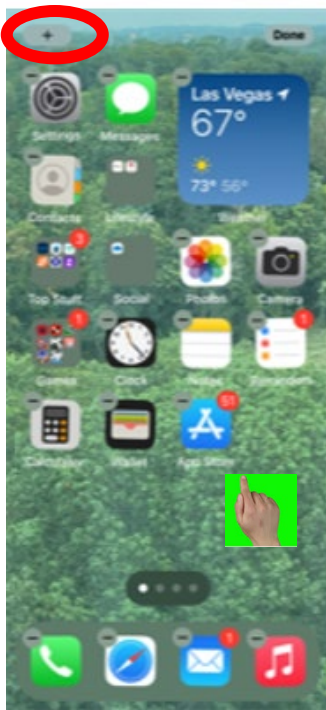
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Agenda

- ▶ Add Calendar Icon as Widget to Home Screen
- ▶ Adding Multiple Calendars
- ▶ Color Coding
- ▶ Adding an Appointment
 - ▶ Title
 - ▶ Location
 - ▶ Date & Time
 - ▶ All Day
- ▶ Views
- ▶ Adding an appointment from an email

Adding the Calendar Widget - Home Screen

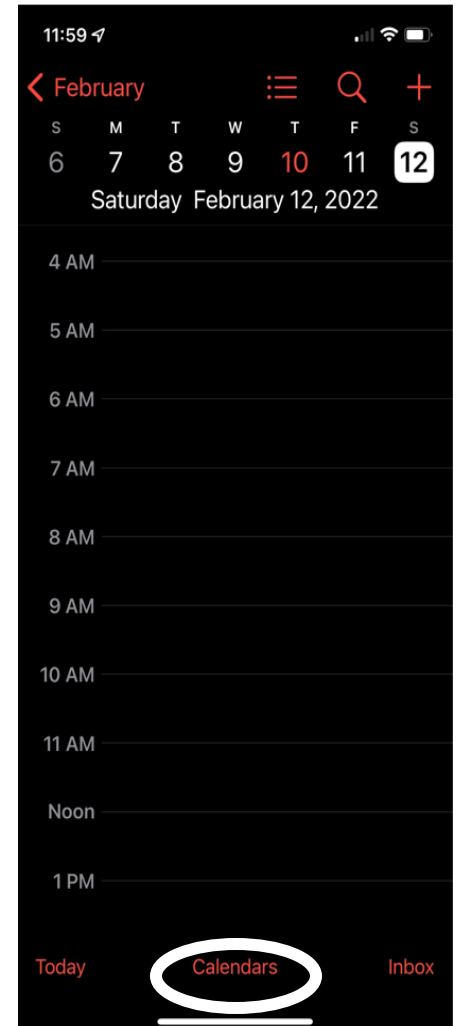
- ▶ Long press on a blank area of the Home Screen or any additional page of apps.
- ▶ Once in jiggle mode, tap the plus (+) button in the top-left corner of the screen.
- ▶ Search for Calendar and then drag the icon onto the Home Screen.



Adding Calendars

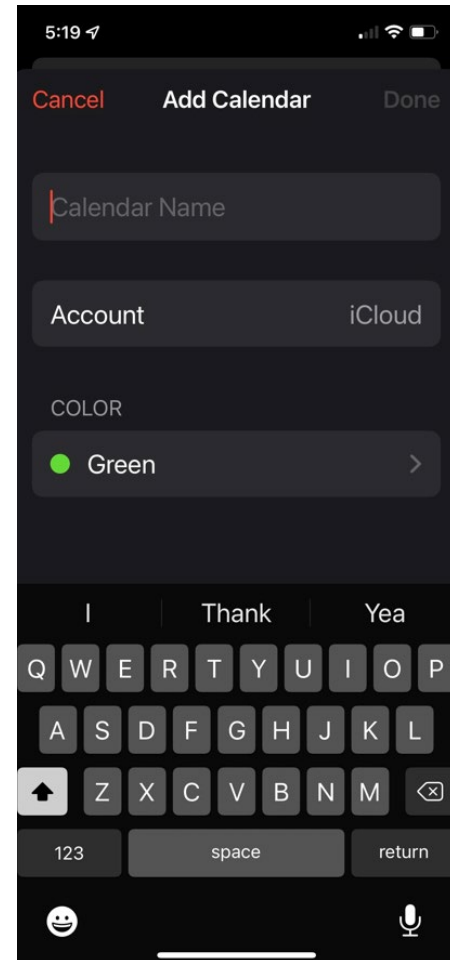
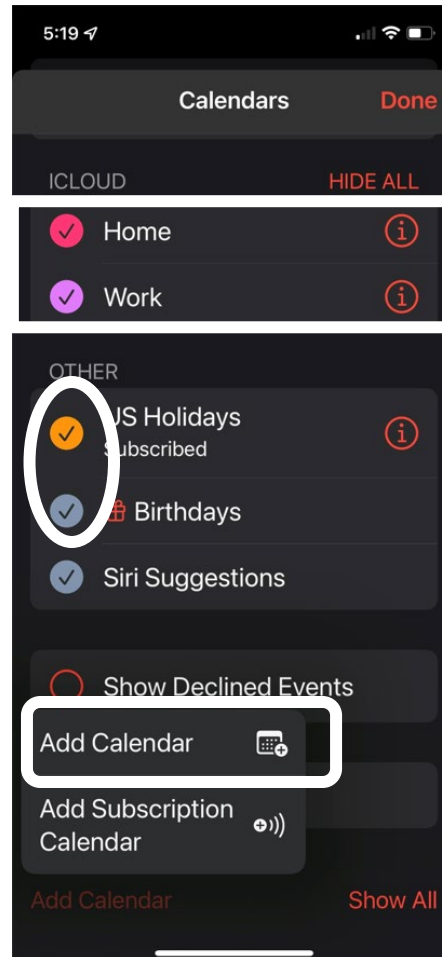
In the Calendar app, you can set up multiple calendars to keep track of different kinds of events. Although you can keep track of all your events and appointments in one place, you don't have to. Additional calendars are easy to set up, and a great way to stay organized.

- ▶ To add multiple calendars, tap **Calendars** at the bottom of the screen.



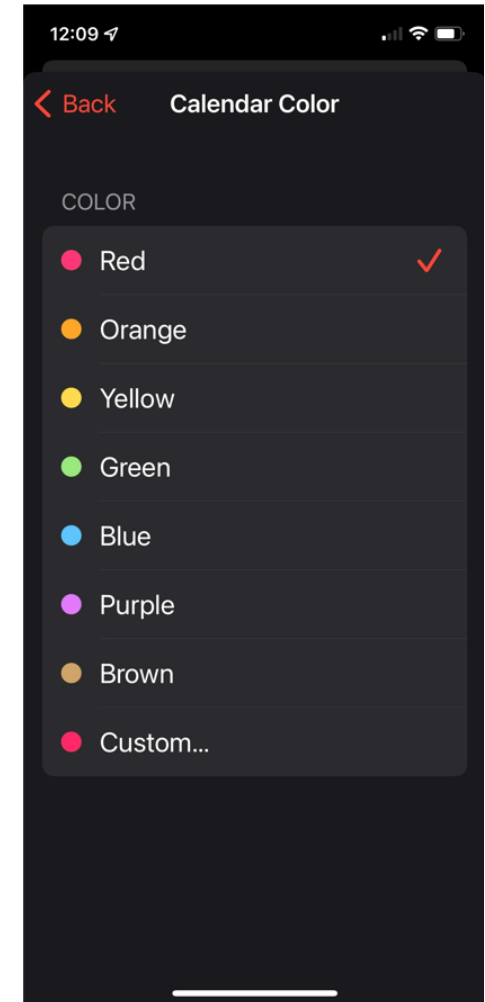
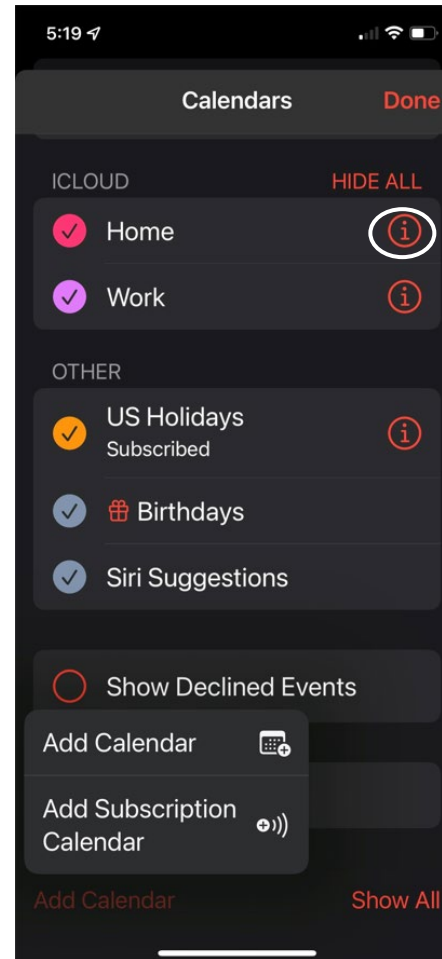
Adding Calendars

- ▶ Click **Add Calendar**.
- ▶ Enter a Calendar Name and choose a Color.
- ▶ Select Holidays and Birthdays of Contacts to be included in Calendar.



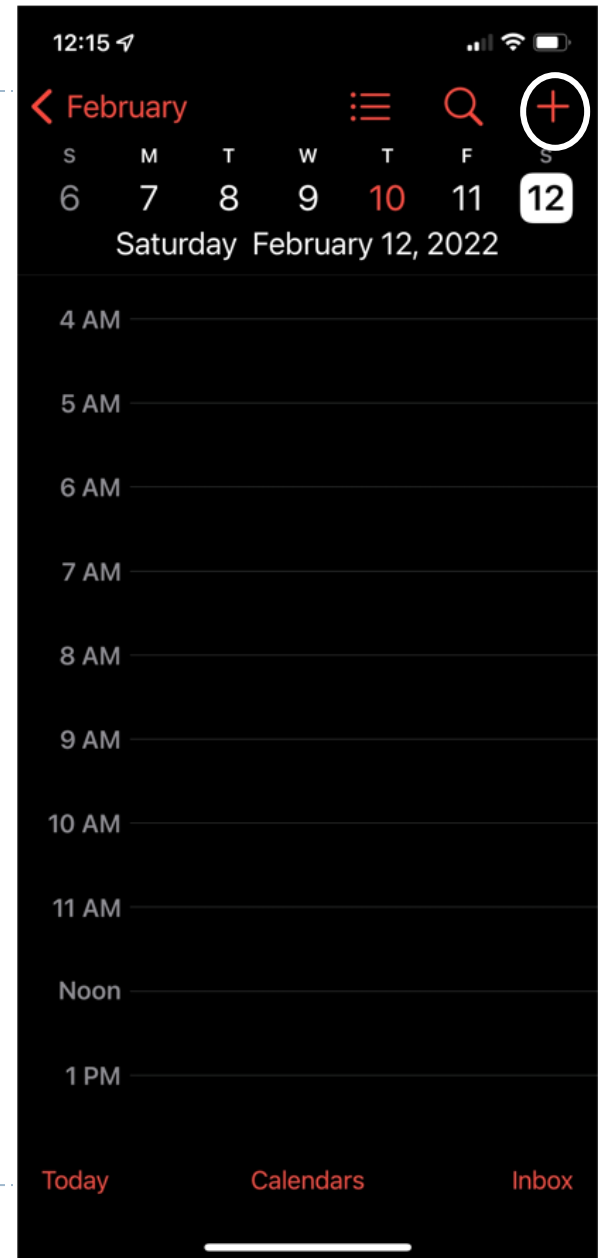
Color Coding each Calendar

- ▶ Tap **i** next to the Calendar, and then choose a color.
- ▶ Tap Done.



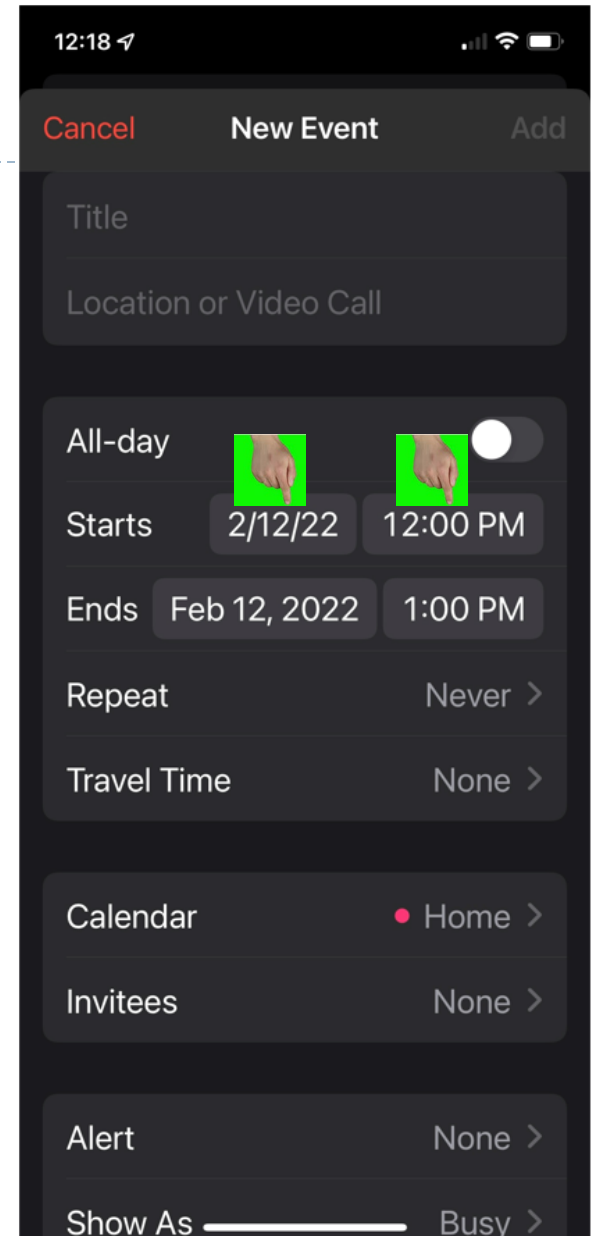
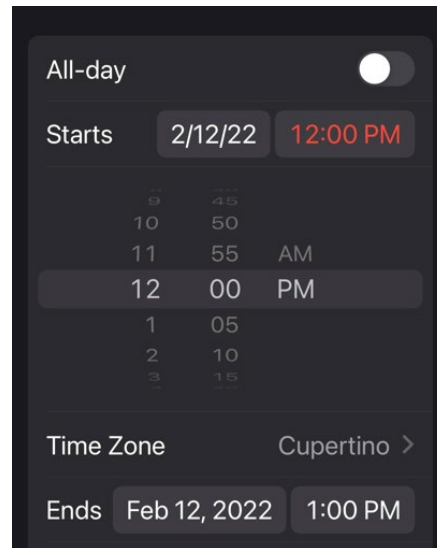
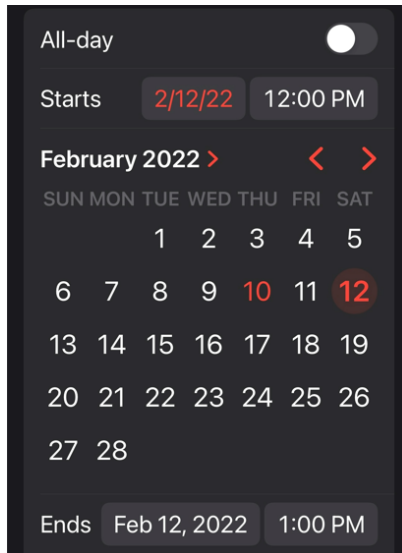
Adding an Appointment

- ▶ You can add an appointment while viewing today's calendar.
- ▶ When prompted, you will add the exact date and time.
- ▶ Click the **+ sign** in the upper right corner.



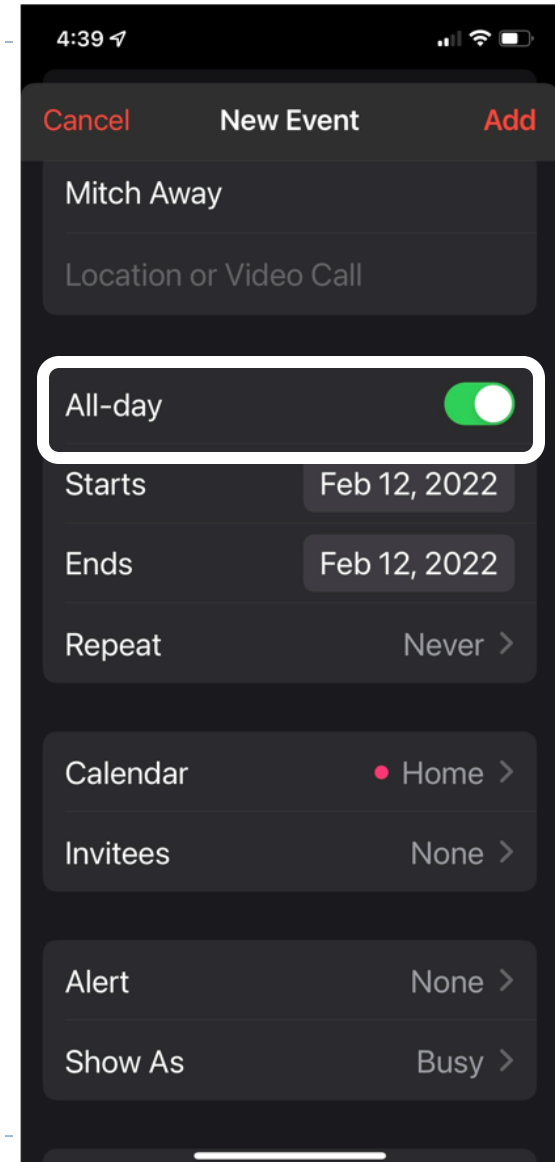
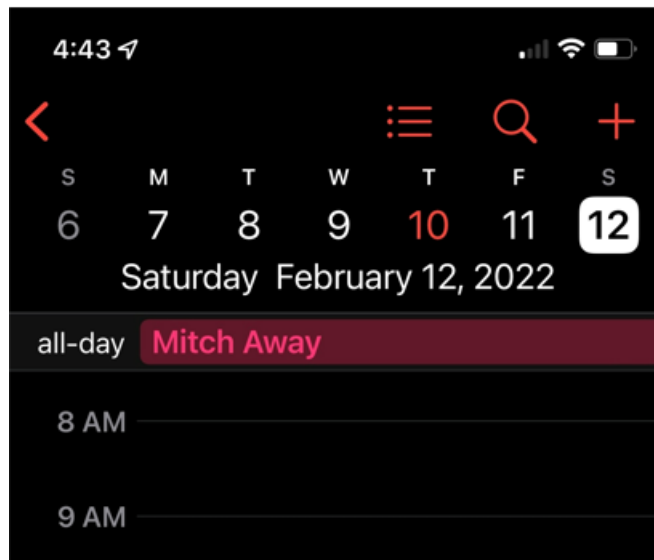
Adding an Appointment

- ▶ Enter a Title and Location.
- ▶ Tap today's date and select the Start Date.
- ▶ Tap the Time and select the Time of the appointment.
- ▶ Do the same for the End Date and Time.
- ▶ You can then select which Calendar the appointment should be on.



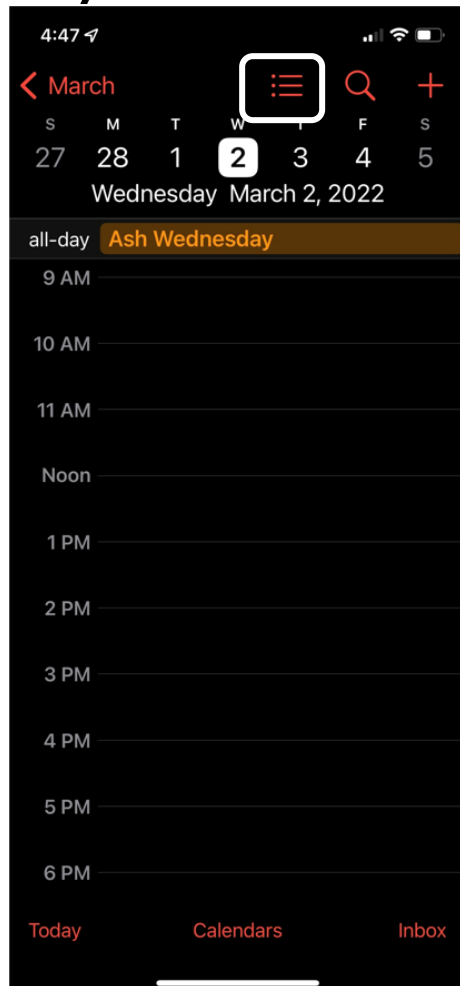
Adding an Appointment

- ▶ If you don't have an exact time for an event, you can select **All-day** as the time.

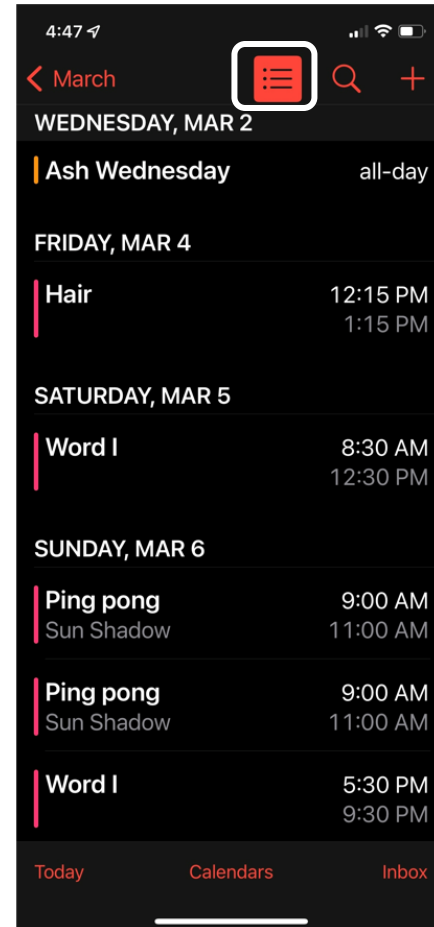


Different Calendar Views

► Daily View

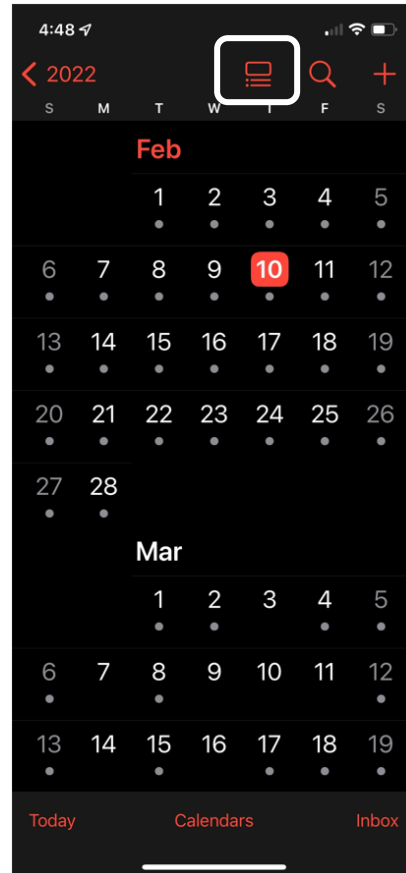
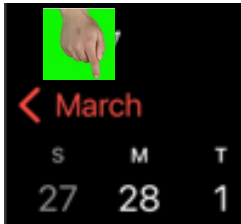


► Weekly View

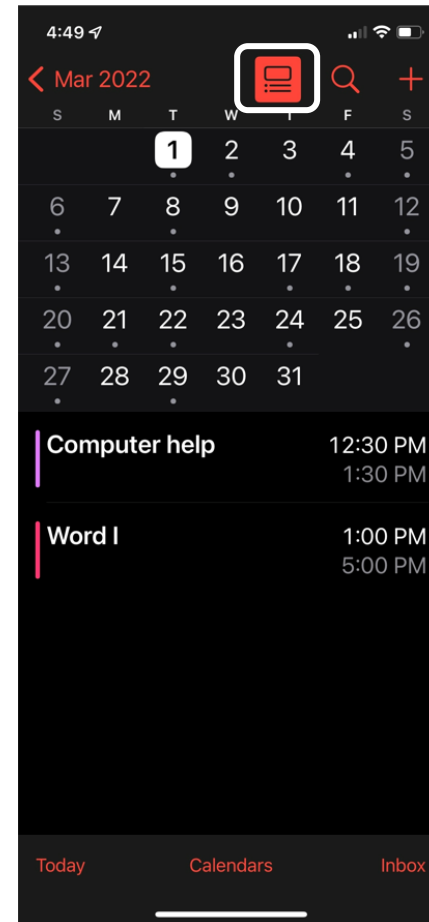


Different Calendar Views

- For Calendars – Click on the Month



- Calendar and Day View



Adding an Appointment from Email

▶ Long Press on Date/Time of Event in Email

