

View invitations.



CALENDAR

Managing your iPad or iPhone Calendar

Change calendars
or accounts.

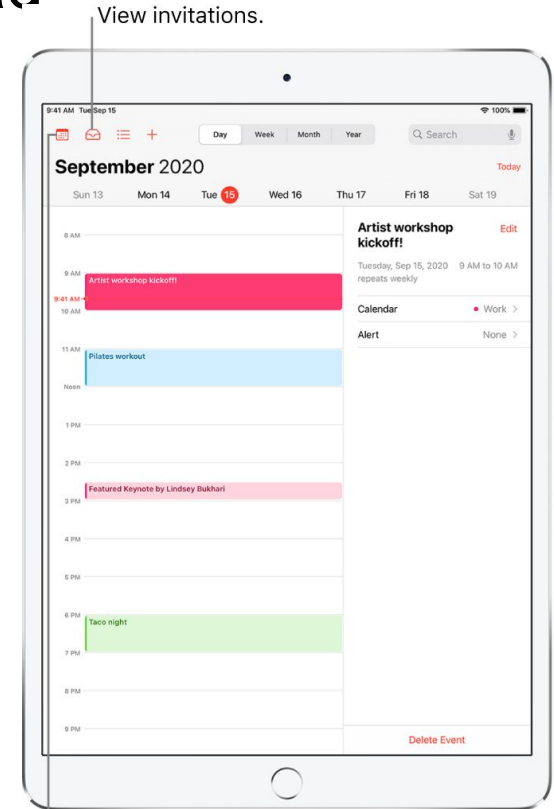


Working With Apple

Apple Calendar Tips & Tricks

Create and edit events in Calendar on iPad

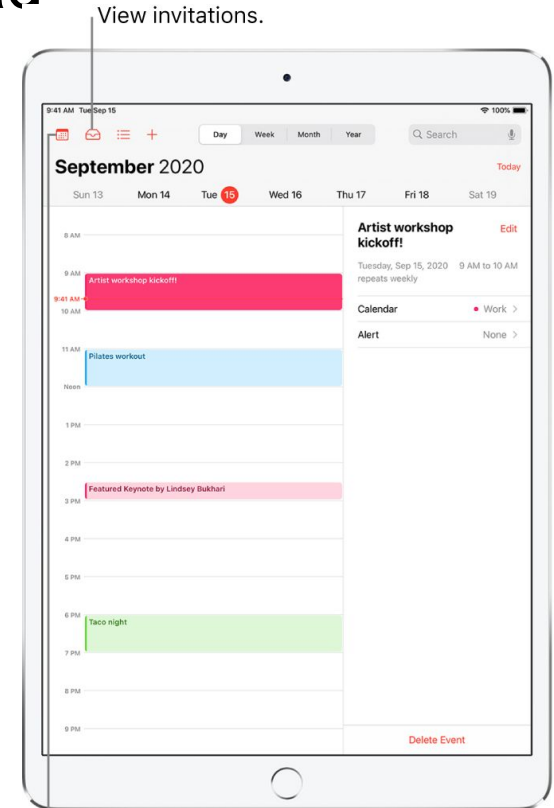
- ASK SIRI. Say something like:
 - “Set up a meeting with Gordon at 9”
 - “Do I have a meeting at 10?”
 - “Where is my 3:30 meeting?”
- ADD an EVENT
 - In day view, tap **+** at the top of the screen.
 - Enter the title and location of the event, the start and end times, the travel time, the invitees, and so on.
 - Tap Add



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Create and edit events in Calendar on iPad

- **Add an Alert** (you can set to be reminded ahead of time.
 - Tap the event, then Edit near the top of the screen.
 - In the events details, tap Alert.
 - Choose when you want to be reminded.
 - For example, “At time of event,” “5 minutes before” or another choice.

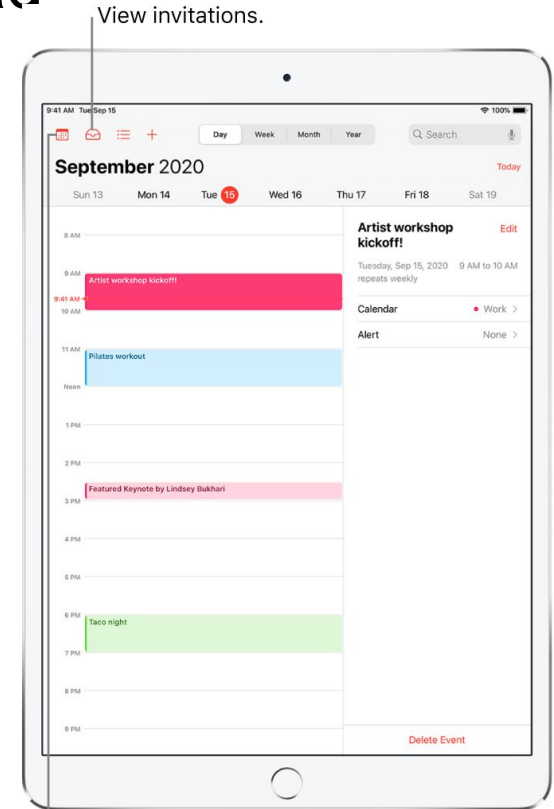


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Create and edit events in Calendar on iPad

- ADD an attachment:

- Tap the event, then tap Edit near the top right.
- In the events details, tap Add attachment.
 - The Files app opens, displaying your recently opened files.
- Locate the files you want to attach.
 - Connect by tapping on the file.
- Tap done.



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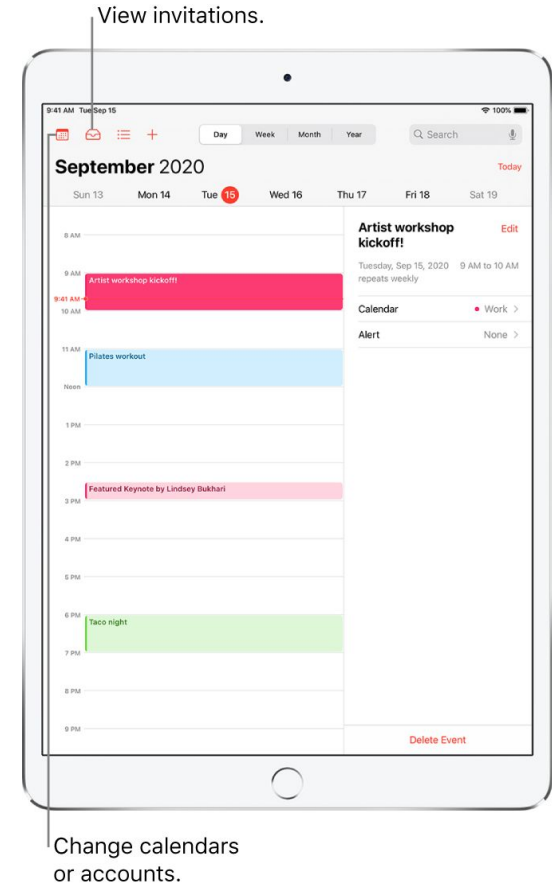
Create and edit events in Calendar on iPad

- Edit an event:

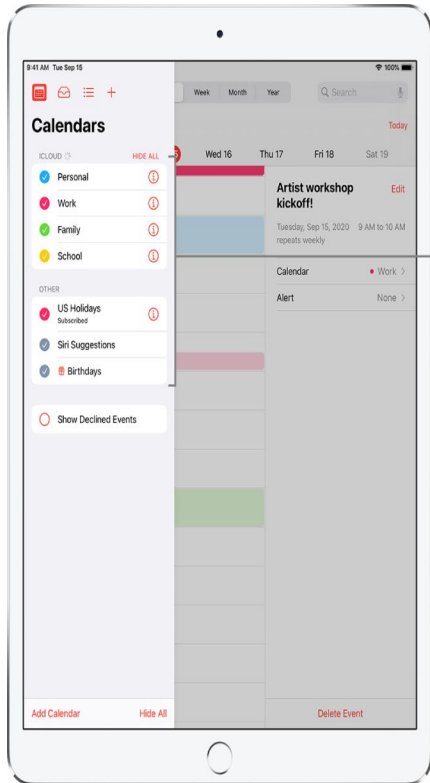
- Change the time:
 - In day view, touch and hold the event, then drag it to a new time, or adjust the grab points.
- Change event tap details:
 - Tap the event, tap Edit near the top right, then in the events details, tap a setting to change it, or tap in a field to type new information.

- Delete and event:

- In day view, tap the event, then tap Delete Event at the bottom of the screen.



Set up multiple calendars on iPad



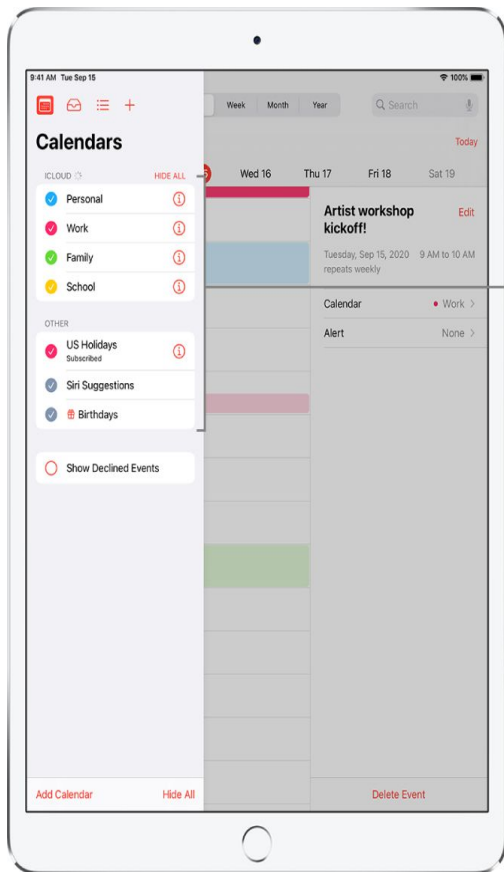
Select which calendars to view.

- In the calendar app Monday
10, set up multiple calendars to keep track of different kinds of events.
- Additional calendars are easy to set up.
- It is a great way to stay organized.
- Tap calendar at the bottom.
- One of the choices is to add another calendar.



CALENDAR: MULTIPLE & INVITES



See multiple calendars at once:



Select which calendars to view.

- Tap , then do any of the following:
 - Select the calendars you want to view
 - Tap Canadian Holidays to include national holidays with your events
 - Tap birthdays to include birthdays from Contacts with you events
- Set one of your calendars as a default calendar:
 - Go to Settings > Calendar > Default Calendar
 - Select the Calendar you want to use as your default calendar
- Change a calendar's colour:
 - Tap ,
 - Tap next to the calendar on the circle i and choose a colour.
 - Tap done.

Have fun with your calendar. Don't be afraid to experiment. You can always make corrections. The real way to learn is to play with these feature. If you get stuck call me or do a search on the internet.