iPhone Tips
January 2024

Use the Calendar app to create and edit events, appointments, and meetings. It's powerful and simple.

SETTINGS

Turn on these iCloud settings to use the calendar across all Apple devices.

- iPhone = Go to Settings and click on your name -> scroll to iCloud and click on -> make sure iCloud Drive is on -> scroll to Show All (under Apps using iCloud), make sure iCloud Calendar is on.

- iPad = Go to Settings and click on your name -> scroll to iCloud and click on -> make sure iCloud Drive is on -> scroll to Show All (under Apps using iCloud), and made sure iCloud Calendar is on

- Mac - Click on the Apple in the upper left-hand corner -> scroll to System Settings and click on -> click on your name -> look for iCloud and make sure iCloud Drive is turned on -> click on Show More Apps -> click on iCloud Calendar.

Additional Helpful Settings:

Time Zone Override: Go to Settings on iPhone, scroll to Calendar. Click on Time Zone Override where your calendar event dates and times show in your selected Time Zone.

Week Numbers: By clicking on your calendar will show week numbers.

Calendar Views

Tap on the Calendar icon to see the different views:

• yearly: tap on the highlighted today's date or 'Today' (bottom left corner) to see the day's events.
• monthly: if in yearly view, tap on the whole selected month. 'Today' is also available on the bottom left corner. Dots under the date indicates there's an event scheduled.
• daily: to view more of the week in the daily view scroll to the left or right to view past and future dates. Or touch a date on the top of the screen to jump to another date. To see a daily list view of a specific specific date, tap on daily drop down menu.
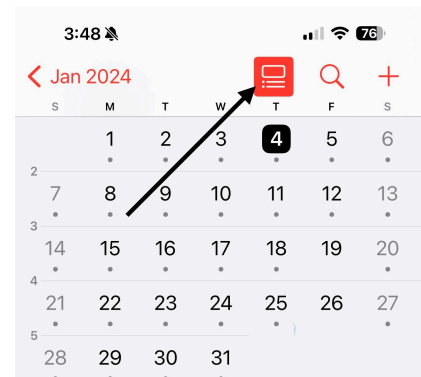
• Week view: in any of the above views turn your iPhone horizontally and click on Week view.

Create a Calendar(s):

You can create as many different types of calendar types as you like. (They become calendars within your calendar app.)

Click on **Calendars** on the bottom of the screen. Click on Add Calendar (bottom left of screen) and click on Add Calendar and give it a name like 'your name,' 'personal,' 'medical,' 'vacation,' etc. Select a color.

Add Subscription Calendar: read only feeds of data from external sources where you can subscribe to the feed.

Add Holiday Calendar: Click on the country or countries where you wish to follow their holiday calendars.

Share a Calendar:

If you want someone else to view your calendar, tap on the calendar you wish to share. Tap on the information icon (Note: this is only for iCloud calendars) and select who you wish to share the calendar. They will get a notification and need to accept.

Add an Event to a Calendar

Whichever view you are in, you can also click on the + sign on the upper right-hand corner of screen. A New Event screen will appear.

Easier way: Go to a date on your calendar and press on the time you wish to create the event. A New Event screen will appear.

Creating a New Event

Title: Type in the name of your event.

Location or Video Call: type in the address of your event and a map will be generated. You can also create a FaceTime call from here.

All-Day: Click on if this is something you want as an all-day event. It removes the Starts and Ends options.

Starts and Ends: Click on month and date for a dropdown calendar. Click on Time for a dropdown time frame.

Travel Time: If you noted a location (see above), your calendar will send a notification of the time you need to leave and how long it will take to get there.

Repeat: Indicate how often you want this event repeated. You can even customize it down to the third Monday of every month if you wish.

Calendar: Choose the Calendar you wish it to show up on your main calendar.

Invitees: Use if you wish to invite someone else to this event and have them place it on their Apple Calendar too.

Alert: Add an alert to get a notification prior to the event. You can also add a second alert.

Add attachment: Add a document, photo, desktop item (if iCloud is turned on your Mac)

URL: attach a website

Notes: Type in additional information that helps explain the event.

 Click DONE to save an event.

OR Just Ask Siri to Create a Calendar event.

Moving an Event:

- Touch and hold the event and drag it to a different time on the date.
- If the event is longer or shorter then what was originally created, touch and hold the little dots on the upper right or lower left of the event and move up or down.
- Move to a different date: Touch and hold and drag it to the right to a different date.
- Or go to an event, click on and the Event Details will appear. Click on Edit in upper right-hand corner to make any changes.

More...

Set up a Calendar from your mail accounts - Go to Settings, scroll to Calendar and click on. Scroll to Accounts and click on. Your email accounts are listed. Click one on (if more than one) or you may need to Add Account. Make sure 'Calendars' is on (green).

Add Calendar Widget To Widget Screen: Swipe your screen to the right for the Widget screen. Touch and hold to jiggle the widgets. Widgets can be deleted by touching the - next to the widget. To add a widget click on the + sign in the upper left-hand corner. Type in 'Calendar' Search Widgets. When you have chosen the type you like, click Add Widget.

Add Calendar Widget to Home Screen. Touch and hold the Home Screen until all of the Apps wiggle. Touch the + in the upper left-hand corner. Tap Search Widgets and type in 'Calendar" Choose the type you want and click Add Widget. The widget will take up more space on your home screen, but makes it easier to find.