

Turning the Page on Calendars

1. Calendars

- 1.1. How many calendars do you have?
 - 1.1.1. Pocket, bag, desk, kitchen phone, refrigerator, whiteboard
 - 1.1.2. How do you keep them in sync?
 - 1.1.3. They are static rather than dynamic
- 1.2. Electronic calendars
 - 1.2.1. One place for all your events: in the cloud
 - 1.2.2. Multiple calendars
 - 1.2.3. Syncs to all your devices
 - 1.2.4. Alerts you when it's time to go
 - 1.2.5. Repeating events
 - 1.2.6. Easy searching
 - 1.2.7. Invitations...and replies
 - 1.2.8. Share calendars with others
 - 1.2.9. Subscribe to calendars
 - 1.2.10. Siri!

2. Settings

- 2.1. Siri and Search; defaults (all on) are probably fine
 - 2.1.1. Siri will suggest events found in Mail, Messages, and Safari—such as flight reservations and hotel bookings—so you can easily add them to the Calendar
- 2.2. Pick a language
- 2.3. Accounts
 - 2.3.1. Many providers allow you to store calendars online: Apple, Google, etc.
 - 2.3.2. Some subscribed calendars will also appear here
- 2.4. Time Zone override
- 2.5. Alternate Calendars
- 2.6. Week Numbers
- 2.7. Week View Starts on Today
- 2.8. Show Invitee Declines
- 2.9. Sync options
- 2.10. Default Alert Times

- 2.11. Start Week On
- 2.12. Default Calendar
- 2.13. Location Suggestions

3. Notifications

- 3.1. Settings > Notifications > Calendar
 - 3.1.1. Upcoming Events
 - 3.1.2. Invitations
 - 3.1.3. Invitee Responses
 - 3.1.4. Shared Calendar Changes
 - 3.1.5. Siri Found in Apps

4. Syncing through iCloud

- 4.1. Settings > *[your name]* > iCloud
- 4.2. Turn on Calendars
- 4.3. Only calendars stored in iCloud will sync

5. Interface

- 5.1. iPad: Day, Week, Month, Year views
 - 5.1.1. Upcoming events (list) button
- 5.2. iPhone
 - 5.2.1. In Day view:
 - 5.2.1.1. Tap upcoming events button to see a list view
 - 5.2.1.2. Tap the month to see the Month view
 - 5.2.1.2.1. Tap Month/List button to see a hybrid view
 - 5.2.1.3. Tap the year to see the Year view
 - 5.2.1.4. Rotate iPhone to landscape to see Week view
- 5.3. Calendars button
 - 5.3.1. Shows list of calendars
 - 5.3.2. Tap checkmark to hide or show the calendar's events
 - 5.3.3. Subscribed calendars (Holidays, etc.)
 - 5.3.3.1. Use a URL (or link) to subscribe to a calendar

- 5.3.3.2. 49ers example: <https://www.stanza.co/timeline/nfl-49ers/subscription/schedules?type=apple>
- 5.3.3.3. Store subscribed calendars in iCloud and they'll sync everywhere
- 5.3.4. Add a calendar
 - 5.3.4.1. Give the calendar a name
 - 5.3.4.2. Choose an account
 - 5.3.4.3. Pick a color
- 5.3.5. Tap i button to change a calendar's parameters (name, color, notifications options, sharing options, etc.) or to delete it
- 5.4. Inbox
 - 5.4.1. Receives invitations and other notifications
- 5.5. Add an event
- 5.6. Search field
- 5.7. All day events are shown at the top of the calendar display
- 5.8. Swipe to move through the interface

6. It's all about events

- 6.1. Add an event
 - 6.1.1. Tap the + button
 - 6.1.2. Touch and hold on the screen
 - 6.1.3. Ask Siri ("Set up a meeting with Gordon at 9." "Where is my 3:30 meeting?")
 - 6.1.4. Fill out the details
 - 6.1.4.1. Add a location
 - 6.1.4.1.1. Siri will add a Time to Leave alarm for the meeting
 - 6.1.4.1.2. Tap the location to get directions and traffic conditions in Maps
 - 6.1.4.2. Repeating meetings
 - 6.1.4.3. Add travel time if you want to block off time on your calendar for travel to the event
 - 6.1.4.4. Choose a calendar
 - 6.1.4.5. Add invitees

- 6.1.4.5.1. Invitees will get an email or notification in their inbox and can reply about their attendance (Accept/Maybe/Decline)
 - 6.1.4.5.2. Attendees' status will be updated in the event, and you'll get a notification
 - 6.1.4.6. Add multiple alerts
 - 6.1.4.7. Add an attachment
 - 6.1.4.8. Add a URL
 - 6.1.4.9. Add Notes
 - 6.1.4.10. Tap Add
- 6.2. Edit an event
- 6.2.1. Drag the event to a new date or time
 - 6.2.2. Tap the event, tap Edit, and adjust the grab points to change the time
 - 6.2.3. Tap the event, tap Edit, to change event details
 - 6.2.3.1. Tap Calendar to move the event to a different calendar
- 6.3. Delete an event
- 6.3.1. Tap the event; tap Delete Event

7. Search

- 7.1. Search for events by title, invitees, location, and notes
- 7.2. Or just ask Siri ("What's on my calendar today?")

8. Sharing calendars stored in iCloud

- 8.1. Tap the Calendar button
- 8.2. Tap i next to the iCloud calendar you want to share
- 8.3. Tap Add Person
- 8.4. Enter a name or email address, or tap + to browse your Contacts
- 8.5. Tap Add
 - 8.5.1. The Calendar app will send an invitation to the people you invite. They can respond to an email or in the Inbox of their Calendar app
- 8.6. Tap the person's name to set the following details
 - 8.6.1. Turn Allow Editing on or off

8.6.2. Tap Stop Sharing

8.7. Choose to show changes to shared events or receive event alerts

8.8. Public Calendar

8.8.1. Share the link with others via Mail, Messages, etc.

8.8.2. Anyone with the link can subscribe to a read-only version of the calendar

8.8.3. Helpful for non-iCloud users

9. Odds and ends

9.1. Responding to invitations

9.1.1. Tap the notification or tap the Inbox

9.1.2. Tap your response: Accept, Maybe, Decline

9.2. Free/Busy

9.2.1. Some events may include a Show As Free/Busy option

9.2.2. Choose Free to add an event to your calendar without having the timeframe appear as busy to others who send you an invitation

9.3. Propose New Time

9.3.1. Some invitations you receive may include the ability to propose a new time

10. Good places for help

10.1. Apple Support: www.apple.com/support/

10.2. Get *Apple User Guides* at Book Store for free

10.3. Me: Mike Matthews mamatthews@icloud.com (925) 876-4098

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