





# TechTalks: Calendar Optimized (Apple)

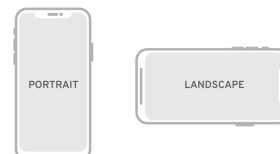
Use your built-in Calendar app to stay organized

## App Overview

Locating the Calendar App

Open Calendar App - User interface overview

- Viewing options  
- Days & Events view options
  - Portrait - month view
  - Landscape - week view



Creating new events

Editing existing events

- Choose a different calendar + add others to your event

Calendars > Show All > or Hide All > or check individual calendars

- more calendars added = more events shown

Today

Calendars

Inbox

Sync Birthdays and Holidays

Assign Calendar Colors

## Sharing Calendars (Apple users or non-Apple users)

- Edit existing iCloud calendar > “Add Person” > type email address > adjust Editing permissions
- Edit existing iCloud calendar > Toggle Public Calendar “On” > Share link with non-Apple user

## Calendar Settings

- Settings > Calendar > Accounts > iCloud account > iCloud > Calendars (ON)
- How to add another account (i.e. Google Calendar)
- Overview of Calendar Settings
  - Accounts > Fetch New Data > (Automatically, etc...)
  - Define terms - Push, Fetch
- Setting a default calendar (if you have multiple calendars)
- Use Siri to create new events and change/update existing events