TechTalks: Calendar Management (Apple / Android)
Use your calendar app to stay organized

Apple Calendar App

Widgets
● Add Widget (From the **Home Screen**, touch and hold an empty area until the apps jiggle > tap **add button (**top left hand corner of screen) > tap on a specific widget or use the Search function

Events
● Create event manually (Calendar App > Plus Sign (top right) > Input event details > Add) ● Change Colors (Calendar App > Calendars > choose calendar > click on to select a different color) ● Invite others (Calendar App > Open Event > Edit > Invitees > Enter email address > Done > Edit Event > Done) ● Create event with Siri (Open Siri > "Hey Siri, create calendar event for (date) titled (event title)" > dictate event time)

Accounts
● Add Accounts (Settings > Calendar > Accounts > Add Account)   ○ Confirm "Calendars" is turned on

Notifications
● Notifications (Settings > Calendar > Check available options)

Birthdays
● Sync Birthdays (Calendar App > Calendars > Check Birthdays) ● Add Dates to Contacts (Contacts App > Select Person > Edit > Add Birthday)

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Google Calendar App

Widgets
● Add Widget (From Home Screen > hold-down in open space > choose Widgets option > choose Google Calendar)

Events
● Create event manually - (Google Calendar App > Plus Sign (bottom right) > Choose event > Input details > Save) ● Change Colors (Google Calendar App > Hamburger Menu > Settings > Select Category (Events) > tap Color) ● Invite Others (Google Calendar App > Open Event > Enter name/email > Done > Save) ● Create event using Google Assistant - (Hold down home button > "create calendar event for ___")

Accounts
● Add Accounts (Settings > Accounts and Backup > Accounts > Add Account)   ○ From Account > Sync Account > Confirm "Google Calendar" is on

Notifications
● Notifications (Settings > Notifications > Google Calendar > Calendar notifications > Check available options)

Birthdays
● Sync Birthdays and Holidays (Google Calendar App > Hamburger Menu > Checkboxes) ● Add Dates to Contacts (Contacts App > Edit > Date Field)