

## iPhone/iPad Class: Top Tips for the Calendar App in iOS 13<sup>1</sup>

### Session Duration:

60-90 minutes

### Subject:

Apple iOS  
iPhone/iPhone/iPad  
Calendar  
Planning

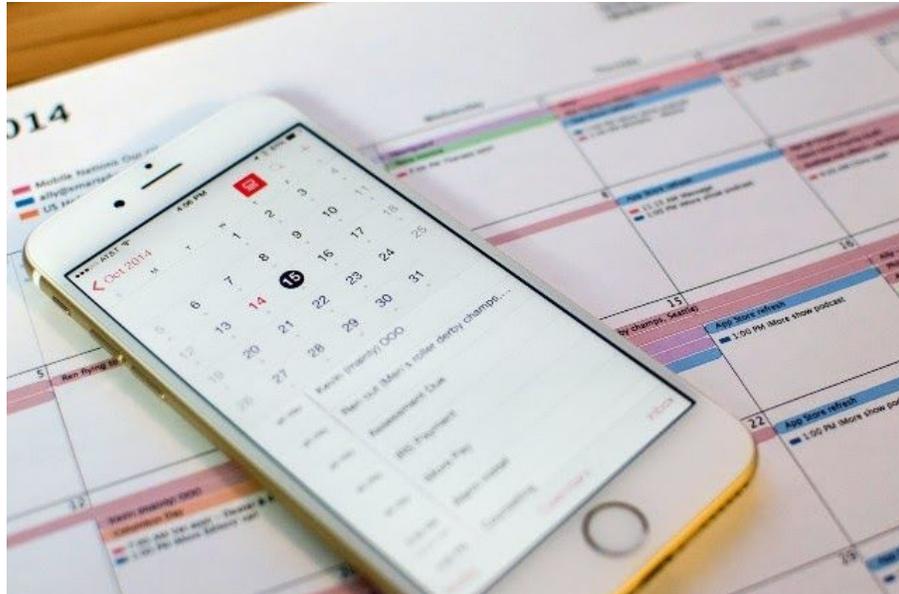
### Materials Needed:

iPhone/iPhone/iPad  
with iOS 13 installed

Apple ID

### Links to Resources:

- [Support.apple.com/guide/iphone/welcome/ios](https://support.apple.com/guide/iphone/welcome/ios)
- [Support.apple.com/guide/ipad/welcome/ios](https://support.apple.com/guide/ipad/welcome/ios)
- [Apple.com/ios/ios-13/features](https://apple.com/ios/ios-13/features)
- [Lynda.com/iOS-tutorials/iOS-13-iPhone/iPadOS-iPhone-iPhone/iPad-Essential-Training/2812489-2.html?org=hooksettlibrary.org](https://lynda.com/iOS-tutorials/iOS-13-iPhone/iPadOS-iPhone-iPhone/iPad-Essential-Training/2812489-2.html?org=hooksettlibrary.org)



To get the most out of Apple's native Calendar App for iOS 13, you'll want to come to this class. We'll take a look at all of the important, including some hidden, features that will make your Calendar a useful and indispensable tool.

### Create and edit events in Calendar

Use the Calendar app  to create and edit events, appointments, and meetings.

<sup>1</sup> [support.apple.com/guide/ipad/welcome/ios](https://support.apple.com/guide/ipad/welcome/ios) | [support.apple.com/guide/iphone/welcome/ios](https://support.apple.com/guide/iphone/welcome/ios)

- [Lynda.com/iOS-tutorials/iOS-13-iPhone/iPadOS-iPhone-iPhone/iPad-New-Features/2804046-2.html?org=hooksettlibrary.org](https://www.lynda.com/iOS-tutorials/iOS-13-iPhone/iPadOS-iPhone-iPhone/iPad-New-Features/2804046-2.html?org=hooksettlibrary.org)

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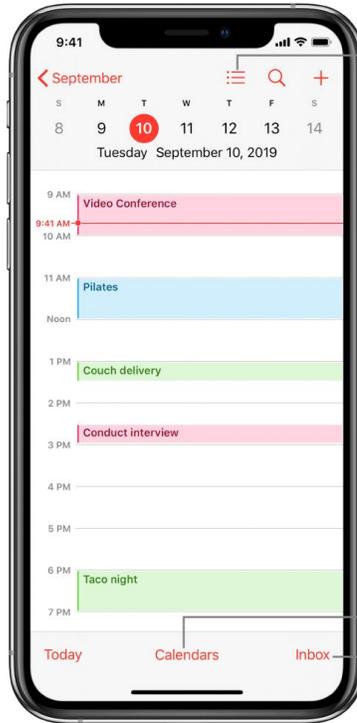
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View list of events.

Change calendars or accounts.

View invitations.

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?”

[Learn how to ask Siri](#)

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**Add an event**

1. In day view, tap  at the top right.
2. Fill in the event details.  
Enter the title and location of the event, the start and end times, how often it repeats, and so on.
3. Tap Add at the top right.

**Add an alert**

You can set an alert to be reminded of an event beforehand.

1. Tap the event, then tap Edit at the top right.
2. In the event details, tap Alert.
3. Choose when you want to be reminded.  
For example, “At time of event,” “5 minutes before,” or another choice.

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Note: If you add the address of the event's location, Calendar uses Apple Maps to look up locations, traffic conditions, and transit options to tell you when it's time to leave.

## Add an attachment

You can add an attachment to a Calendar event to share with invitees.

1. Tap the event, then tap Edit at the top right.
2. In the event details, tap Add attachment.

The Files app opens, displaying your recently opened files.

3. Locate the file you want to attach.

To find the file, you can scroll, tap folders to open them, tap Browse to look in other locations (such as iCloud Drive), type the filename in the search field, and so on. See [View files and folders in Files on iPhone](#).

4. Tap Done.

To remove the attachment, tap the event, tap Edit at the top right, swipe left over the attachment, then tap Remove.

## Find events in other apps

Siri can suggest events found in Mail, Messages, and Safari—such as flight reservations and hotel bookings—so you can add them easily in Calendar.

1. Go to Settings  > Calendar > Siri & Search.
2. Turn on Show Siri Suggestions in App to allow Siri to suggest events found in other apps.

To allow Siri to make suggestions in other apps based on how you use Calendar, turn on Learn from this App.

## Edit an event

You can change the time of an event and any of the other event details.

- 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 details: Tap the event, tap Edit at the top right, then in the event details, tap a setting to change it, or tap in a field to type new information.

## Delete an event

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

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## Send and receive invitations in Calendar

In the Calendar app , send and receive meeting and event invitations. iCloud, Microsoft Exchange, and some CalDAV servers let you send and receive meeting invitations. (Not all calendar servers support every feature.)

### Invite others to an event

1. Tap the event, tap Edit, tap Invitees, then tap Add Invitees. Or, if you didn't schedule the event, tap it, tap Invitees, then tap



2. Type the names or email addresses of invitees, or tap  to select Contacts.
3. Tap Done (or tap Send if you didn't schedule the event).

With Microsoft Exchange, and some other servers, you can invite people to an event even if you're not the one who scheduled it.

If you don't want to be notified when someone declines a meeting, go to

Settings  > Calendar, then turn off Show Invitee Declines.

### Reply to an event invitation

1. To respond to an event notification, tap it. Or, in Calendar, tap Inbox, then tap an invitation.
2. Tap your response—Accept, Maybe, or Decline.

To respond to an invitation you receive by email, tap the underlined text in the email, then tap Show in Calendar.

If you add comments to your response (comments may not be available for all calendars), your comments can be seen by the organizer but not by other attendees. To see events you declined, tap Calendars at the bottom of the screen, then turn on Show Declined Events.

### Schedule an event without blocking your schedule

You can add an event to your calendar without having the timeframe appear as busy to others who send you invitations.

1. Tap the event, then tap Edit.
2. Tap Show As, then tap Free.

### Suggest a different meeting time

You can suggest a different time for a meeting invitation you've received.

1. Tap the meeting, then tap Propose New Time.
2. Tap the time, then enter a new one.

Depending on the capabilities of your calendar server, the organizer will receive either a counter-proposal or an email with your suggestion.

## Quickly send an email to attendees

1. Tap an event that has attendees.

2. Tap Invitees, then tap .

## Change how you view events in Calendar

In the Calendar app , you can view one day, a week, a month, or a year at a time, or view a list of upcoming events. To change your view of Calendar, do any of the following:

- Zoom in or out: Tap a year, month, or day to zoom in or out on your calendar. In week or day view, pinch to zoom in or out.
- View a weekly calendar: In day view, rotate iPhone sideways.
- View a list of events: In month view, tap  to see the day's events.

(Tap  again to return to month view.)

## Search for events in Calendar

In the Calendar app , you can search for events by title, invitees, location, and notes.

Tap , then, in the search field, enter the text you want to find.

Ask Siri. Say something like: "What's on my calendar for Friday?" [Learn how to ask Siri.](#)

## Customize your calendar

In the Calendar app , you can choose which day of the week Calendar starts with, display week numbers, choose alternate calendars (for example, to display Chinese or Hebrew dates), override the automatic time zone, and more.

Go to Settings  > Calendar, then choose the settings and features you want.

## Keep track of events in Calendar

In the Calendar app  , you can customize the notifications that let you know about upcoming Calendar events, invitations, and more. You can also make sure your events and other calendar information are kept up to date on all your devices.

### Customize Calendar notifications

1. Go to Settings  > Notifications > Calendar.
2. Turn on Allow Notifications.
3. Tap a type of event (for example, Upcoming Events), then choose how and where you want the notifications for those events to appear—for example, on the Lock screen, in Notification Center, as banners at the top of the screen, with an alert sound, and so on.

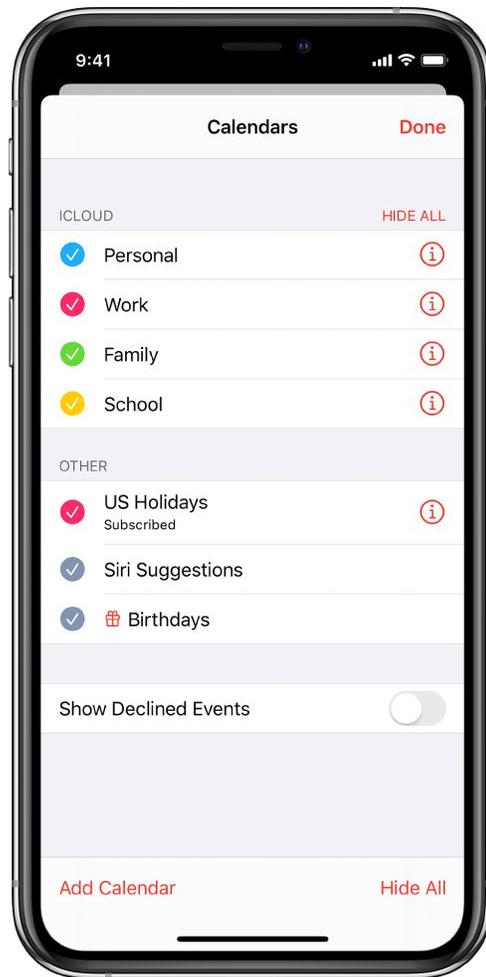
### Keep your Calendar up to date across your devices

You can use iCloud to keep your Calendar information up to date on all your devices where you're [signed in with the same Apple ID](#).

Go to Settings  > [your name] > iCloud, then turn on Calendar. If you don't want to use iCloud for your Calendar, you can sync your Calendar information between your iPhone and your computer. See [Sync iPhone with your computer](#).

### Set up multiple calendars

In the Calendar app  , you can set up multiple calendars to keep track of different kinds of events. Although you can keep track of all your events and appointments in one place, you don't have to. Additional calendars are easy to set up, and a great way to stay organized.



Select which calendars to view.

## See multiple calendars at once

To view multiple calendars, tap Calendars at the bottom of the screen, then do any of the following:

- Select the calendars you want to view.
- Tap US Holidays to include national holidays with your events.
- Tap Birthdays to include birthdays from Contacts with your events.

## Set a default calendar

You can set one of your calendars as the default calendar. When you add an event using Siri or other apps, it's added to your default calendar.

1. Go to Settings  > Calendar > Default Calendar.

2. Select the calendar you want to use as your default calendar.

## Change a calendar's color

1. Tap Calendars at the bottom of the screen.
2. Tap  next to the calendar, then choose a color.
3. Tap Done.

For some calendar accounts, such as Google, the color is set by the server.

## Turn on iCloud, Google, Exchange, or Yahoo calendars

1. Go to Settings  > Passwords & Accounts > Add Account > Other.
2. Tap Add CalDAV Account or Add Subscribed Calendar.
3. Enter the server information.

## Subscribe to a calendar

1. Go to Settings  > Passwords & Accounts > Add Account > Other.
2. Tap Add Subscribed Calendar.
3. Enter the URL of the .ics file to subscribe to and any other required server information.

You can also subscribe to an iCalendar (.ics) calendar by tapping a link to the calendar.

## Add a CalDAV account

1. Go to Settings  > Passwords & Accounts > Add Account > Other.
2. Tap Add CalDAV account.
3. Enter the server information.

## Move an event to another calendar

Tap the event, tap Calendar, then select a calendar to move the event to.

## Share iCloud calendars

In the Calendar app , you can share an iCloud calendar with other iCloud users. When you share a calendar, others can see it, and you can let them add or change events. You can also share a read-only version that

anyone can view but not change. If you set up Family Sharing, a calendar shared with all the members of your family is created automatically. See [Share photos, a calendar, and more with family members on iPhone](#).

## Create an iCloud calendar

1. Tap Calendars at the bottom of the screen.
2. Tap Add Calendar.
3. Type a name for the new calendar, then tap Done.

## Share an iCloud calendar

You can choose to share a calendar with one or more people in iCloud. Those you invite receive an invitation to join the calendar.

1. Tap Calendars at the bottom of the screen.
2. Tap  next to the iCloud calendar you want to share.
3. Tap Add Person, then enter a name or email address, or tap  to browse your Contacts.
4. Tap Add.

## Change a person's access to a shared calendar

After you invite a person to share your calendar, you can turn on or off their ability to edit the calendar, or stop sharing the calendar with that person.

1. Tap Calendars, tap  next to the shared calendar, then tap the person's name.
2. Do any of the following:
  - Turn on or off Allow Editing.
  - Tap Stop Sharing.

## Turn off notifications for shared calendars

When someone modifies a calendar you're sharing, you're notified of the change. You can turn off notifications, if you don't want to receive them.

1. Go to Settings  > Notifications > Calendar > Shared Calendar Changes.
2. Turn off Allow Notifications.

## Share a read-only calendar with anyone

1. Tap Calendars, then tap  next to the iCloud calendar you want to share.
  2. Turn on Public Calendar, then tap Share Link to copy or send the URL for your calendar.
  3. Choose a method for sending the URL—Message, Mail, and so on.
- Anyone you send the URL to can use it to subscribe to the calendar using a compatible app, such as Calendar for macOS.

### **Delete a calendar**

1. Tap Calendars at the bottom of the screen.
2. Tap  next to the iCloud calendar you want to delete.
3. Tap Delete Calendar at the bottom of the list.

### **Other Useful Tips**