

iPhone –  
Calendar & Reminders

**Saturday, February 28, 2026**

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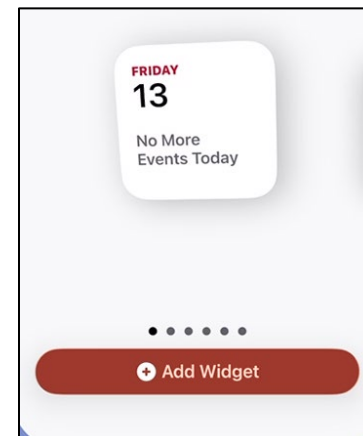
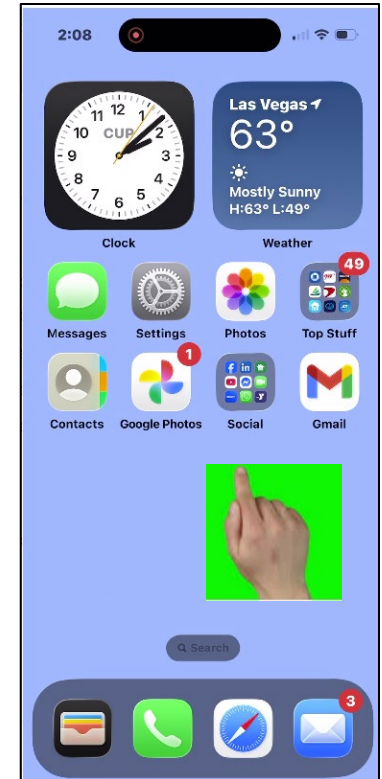
# Agenda

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- ▶ Adding Calendar Icon as Widget to Home Screen
- ▶ Changing Calendar Views
- ▶ Adding an Event
- ▶ Using Location for Directions
- ▶ Adding an Event from an Email
- ▶ Reminders
- ▶ Accessing Your Calendar from your Computer
- ▶ Adding An Event on the Computer

# Adding the Calendar Widget to the Home Screen

- ▶ Long press on a blank area of the Home Screen
- ▶ Once in jiggle mode, click **Edit**
- ▶ Select **Add Widget**
- ▶ Search “calendar”
- ▶ Scroll and select the Calendar face you want
- ▶ Click **Add Widget**
- ▶ Place on Home Screen



# Accessing the Calendar and Reminders Applications

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- ▶ Search ***calendar***



- ▶ Search ***Reminders***



# Changing How to View Events





- ▶ You can view events across the span of a month, week, or multiple days, or view a list of upcoming events.

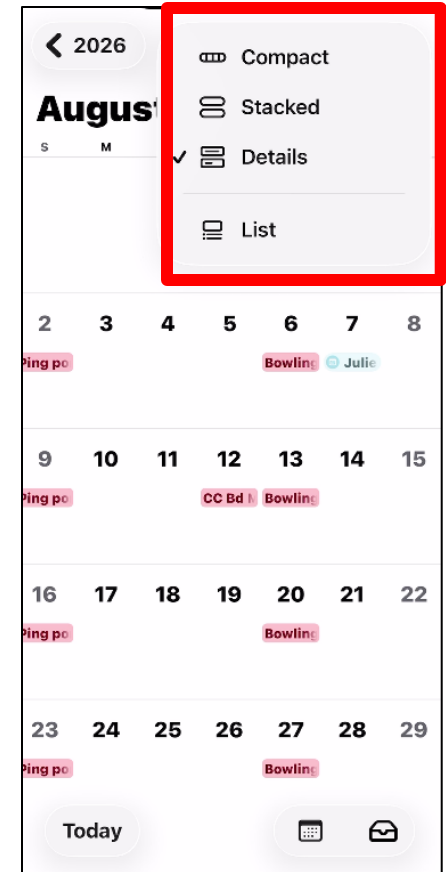


# See Events in Month View

## See events in Month view



You can change your Month view to show event indicators or details.

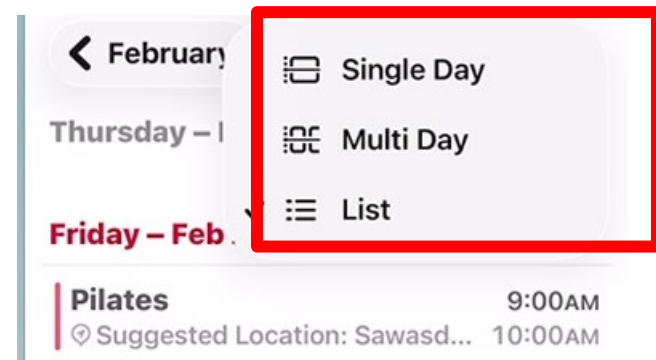
1. Go to the Calendar app  on your iPhone.
2. In Month view, tap the Month view icon, then do one of the following:
  - Show a single bar indicator for the events on each day: Tap Compact .
  - Show a bar indicator for each event: Tap Stacked .
  - Show event titles: Tap Details .



# View Event Across Multiple Days

## View events across multiple days




1. Go to the Calendar app  on your iPhone.
2. Do any of the following:
  - *View multiple days:* In Day view, tap the Day view icon and choose Multi Day .
  - *View a weekly calendar:* In Month or Day view, rotate iPhone sideways.



# View events in a list

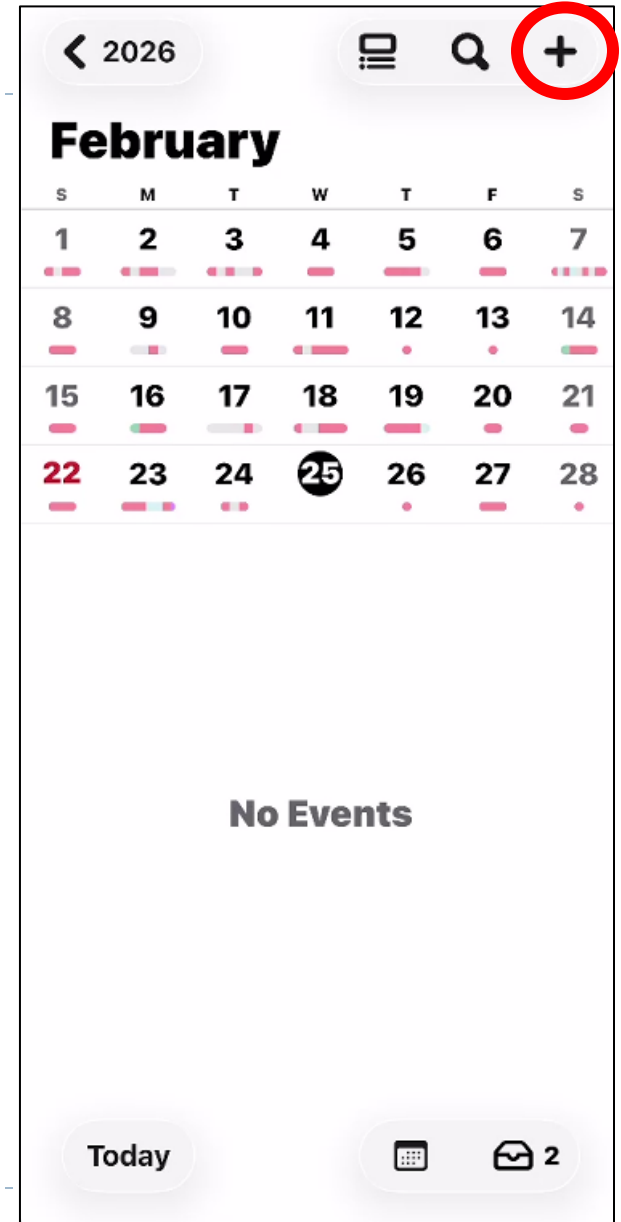
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## View events in a list

1. Go to the Calendar app  on your iPhone.
  2. Do any of the following:
    - *View a list of events for each day:* In Month view, tap the Month view icon and choose List . Tap each day to see a list of events.
    - *View a complete list of upcoming events:* In Day view, tap the Day view icon and choose List .
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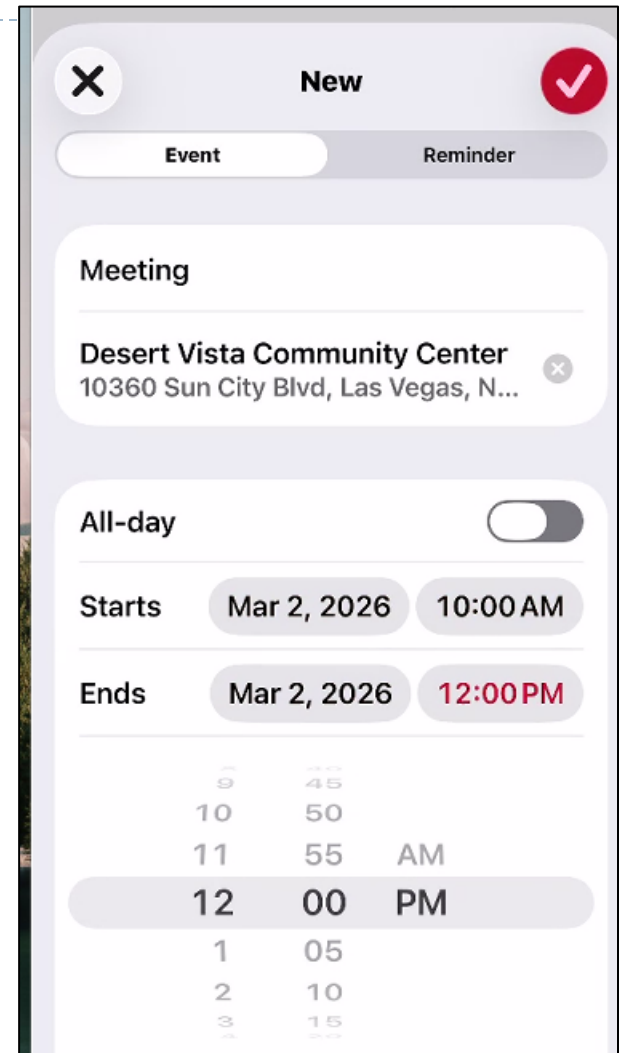
# Adding an Event

- ▶ You can add an event while viewing today's calendar.
- ▶ Click the **+ sign** in the upper right corner.



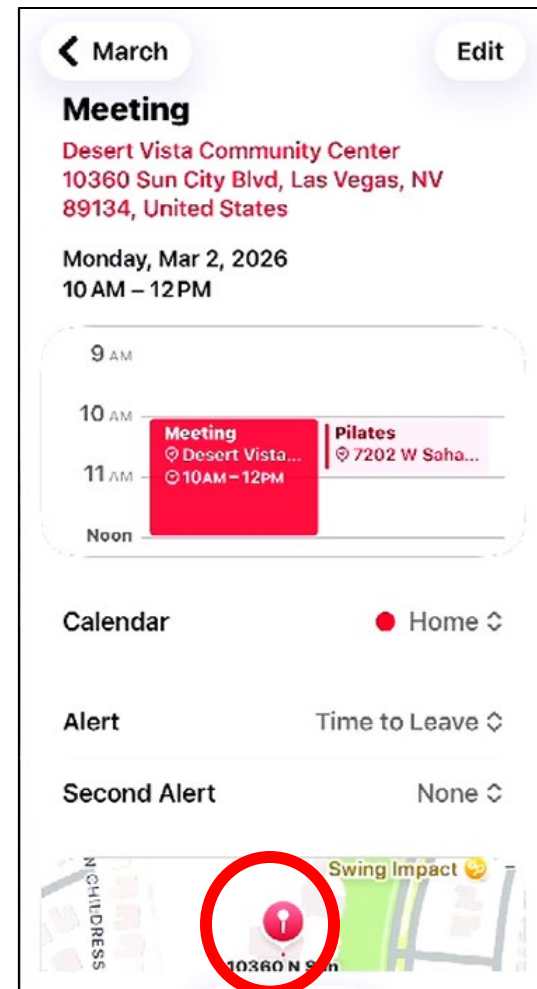
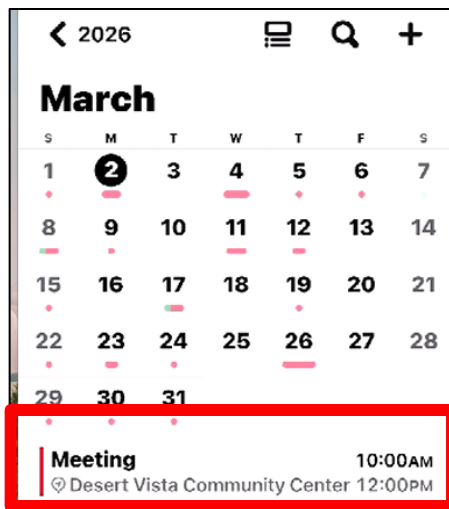
# Adding an Event

- ▶ Enter a Title and Location of the event.
- ▶ Tap today's date and select the Start Date.
- ▶ Tap the Time and select the Time of the event.
- ▶ Do the same for the End Date and Time.
- ▶ Click the red check mark to add it to the calendar.



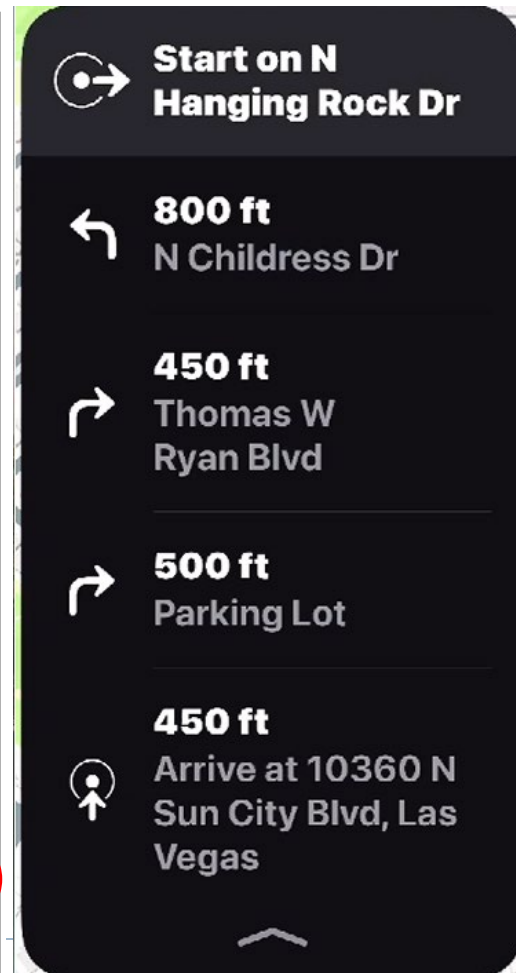
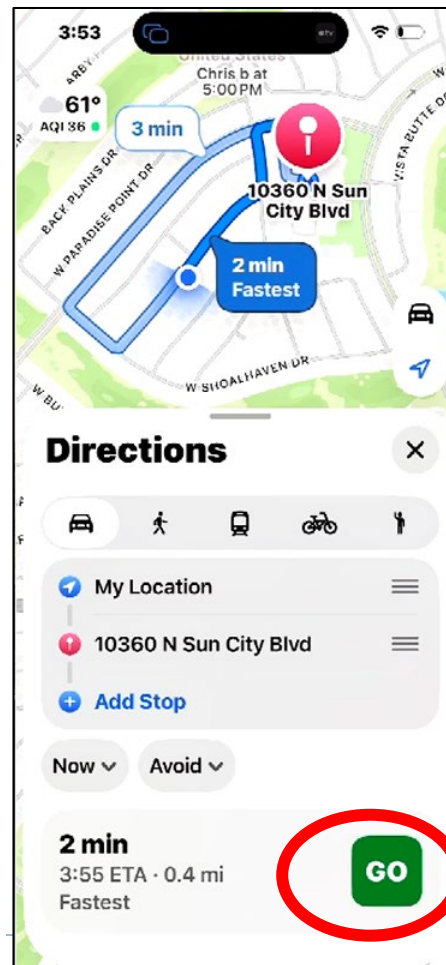
# Using the Location for Directions

- ▶ If you add a location to an event, you can use then use Apple Maps for directions.
- ▶ Click on the Event to open it.
- ▶ Click on the Pin to open the Maps application.



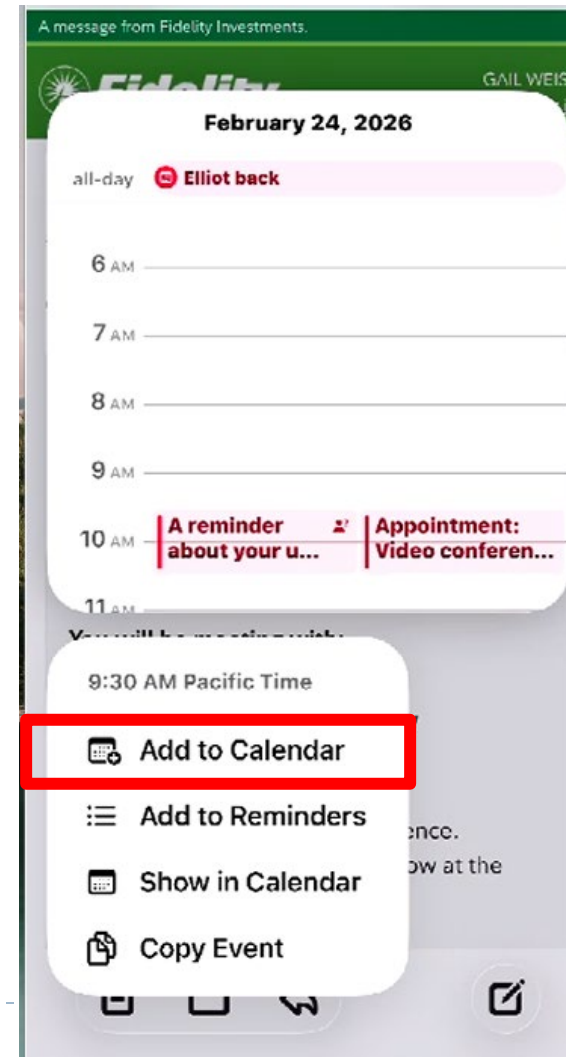
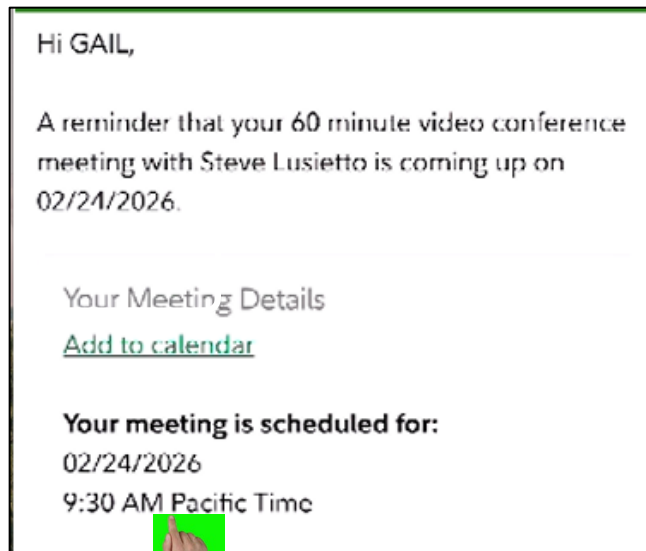
# Using the Location for Directions

- ▶ With the Maps Application opened click **GO** for step-by-step directions.
- ▶ If your phone is connected to your car, turn up the volume and Siri will lead the way.



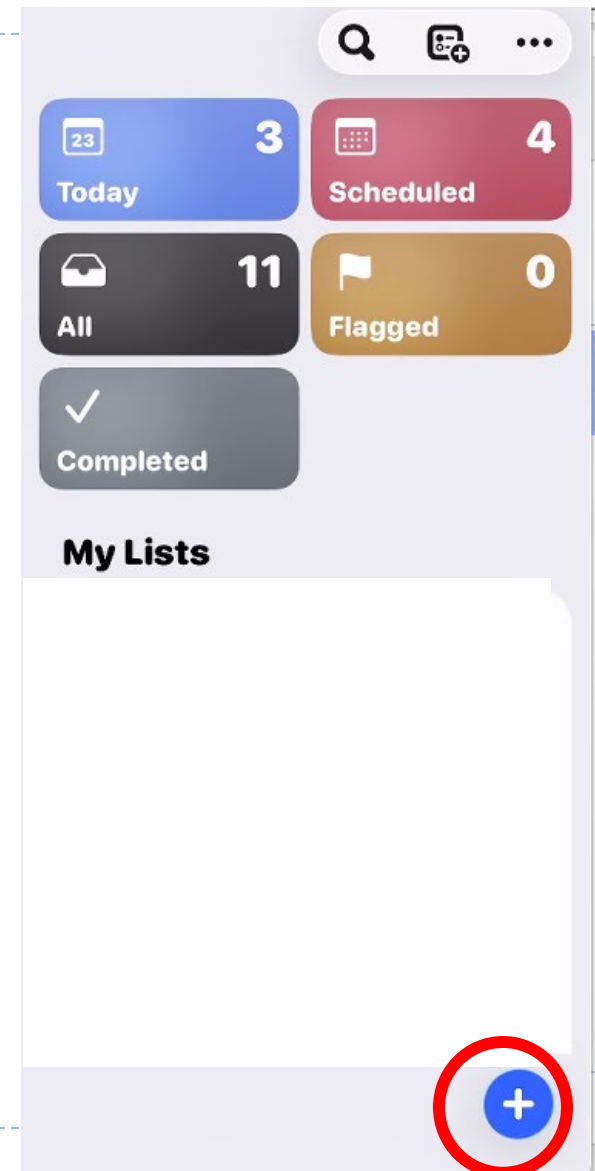
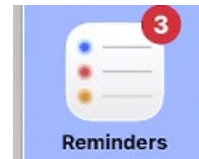
# Adding an Event from Email

- ▶ Long Press on Date/Time of Event in Email
- ▶ Click Add to Calendar



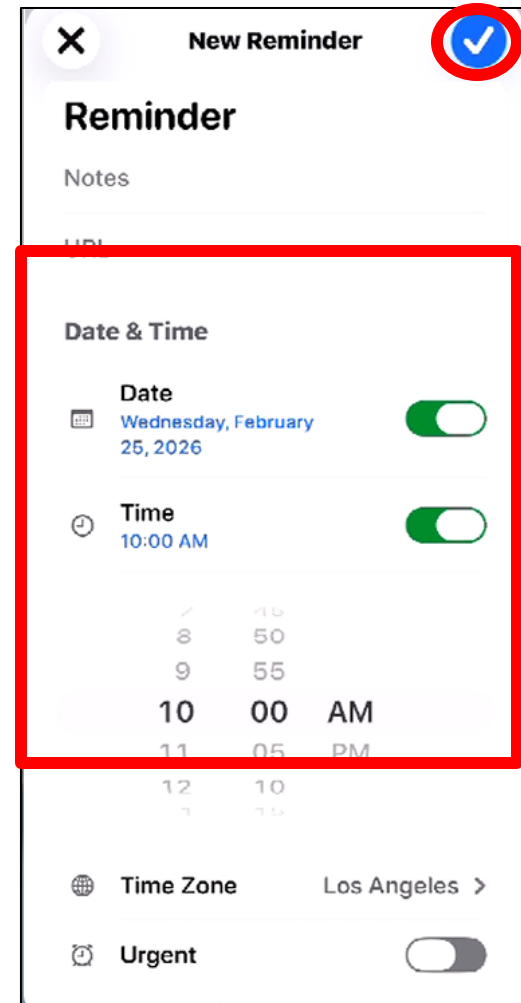
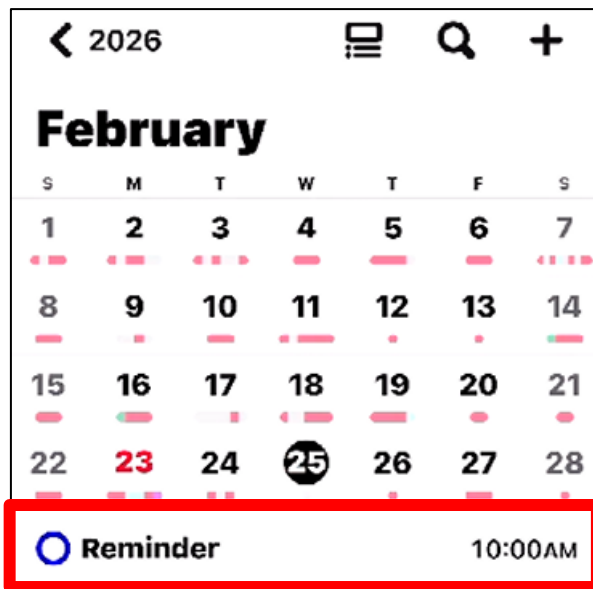
# Reminders

- ▶ Click the Reminder Icon
- ▶ Click the Blue Plus Sign



# Reminders

- ▶ Complete the Information
- ▶ Enter a Date & Time for a due date to appear on the calendar
- ▶ Click the Blue Check



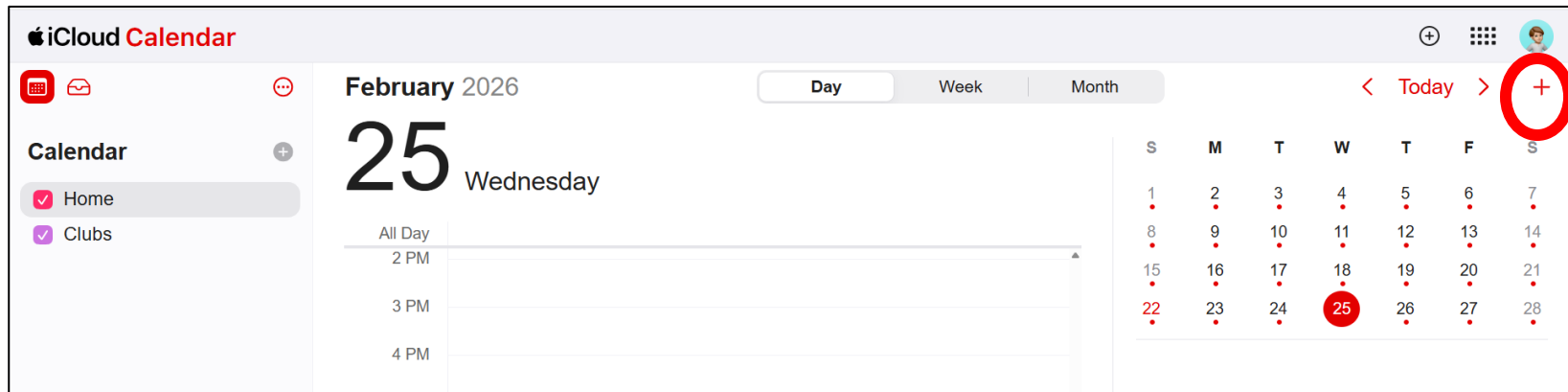
# Accessing Your Calendar on your Computer

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- ▶ All of the data (pictures, contacts, calendar, etc.) that is on your iPhone is being back up to the Cloud.
- ▶ To access the calendar on your Computer:
  - ▶ Open your Internet Browser (Edge, Google Chrome, etc.) and type the URL – [www.icloud.com](http://www.icloud.com)
  - ▶ Enter your Apple ID and Password

# iCloud Account - Calendar

- ▶ Click the Calendar Icon
- ▶ Click the Red Plus Sign



# Adding An Event on the Computer

- ▶ Complete the Information for the Event

### Add Event

  
  
Calendar Home ● ↕  
All Day   
Starts   AM ↕  

CancelAdd