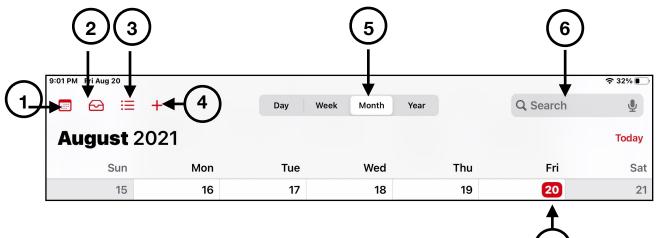
## Mary's Woods iPad Class **Grace Pitzer - Instructor**

Chapter 17: Calendar and Clock

iOS 14 made many changes to how the Calendar looks and functions.



## **Basic Features**

- 1. Calendars If you have more than one
- 2. Inbox Accept events someone else enters
- 3. Sidebar Shows events in a list, by day
- 4. Add Event Opens window to set information about event
- 5. Various Views Look at your calendar by Day, Week, Month and Year
- 6. Search Look for specific event like birthday, holiday, appointment
- 7. Today Shows in Red on all views

List View of Events	New Event	Time Needs 4 digits Touch Date on Calendar
📼 🖂 🗮 +	)1 PM Fri Aug 20	
Today	Cancel New Event	Add Can Cancel New Event Add
SATURDAY, AUG 21	Title	Location
SUNDAY, AUG 22	Location	All-tuv wxyz Star 0 × All-day
Call Gayle     3:00       Suggested Location: W     4:00		Time     7:00 AM     PM     Starts     Aug 21, 2021     7:00 AM
<b>Popp Cousin Zoom</b> 6:00 7:00		0 PM Time 7:00 AM PM
MONDAY, AUG 23		Alert 2 hours before >   Second Alert None >   SUN MON TUE WED THU FRI SAT
Multimedia SIG (se 9:45	AM Repeat Ne	ver > Show As Busy > 1 2 3 4 5 6 7
Online Via Zoom 11:15		Add attachment 8 9 10 11 12 13 14
MultiMedia SIG Zoo 10:00 I'm the HOST or CoHost 11:00	AM	15 16 17 18 19 20 21
TUESDAY, AUG 24		me >     URL       Notes     22     23     24     25     26     27     28

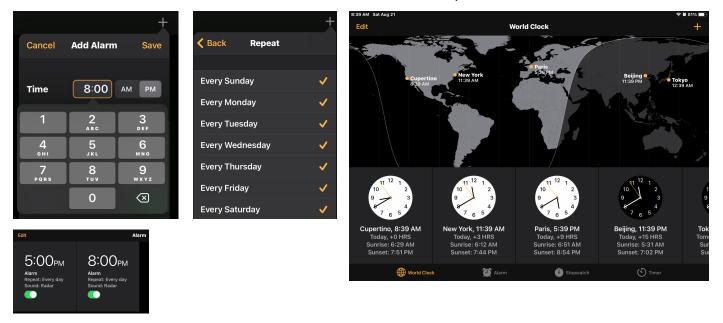
Calendar, Clock

## More Info on Calendars

- I. Edit any event easily
  - A. Open the event
  - B. Change the date, time, AM/PM etc. No need to make a new event.
- II. Repeating Events
  - A. Select how it repeats, every day, week, 2 weeks, every month, every year
  - B. Can customize the repeat
- III. Alerts, to remind you of the event
  - A. On day of event
  - B. One day before event
  - C. Two days before
  - D. One week before
- IV. Notes about event
- V. In MONTH VIEW ADD AN EVENT
  - A. Tap and Hold on day
  - B. Add Event will open
- VI. Invite person/people to event
  - A. Tap the Invite field
  - B. Add person's email address
  - C. Done Done Send
- VII. Delete Event
  - A. Choose Event and press Edit
  - B. At the bottom, press Delete Event

## **Clock App**

- I. World Clock Shows time in locations you can add, using the +
- II. Alarms Set for one time, or Repeat and choose sound
- III. Stop Watch Can start and stop to show laps, etc.
- IV. Timer Set amount of time, then it will alert when time is up



		Davi	Wash Manth Va		Q Search
		Cancel	New Event	Add	
Mon		Title			Fri
16 9:45 AM	• Send (	Location			20
<b>51</b> 10 AM	• Dr. Le			л	
5:15 PM		All-day			
23		Starts	Fri, Aug	20, 2021	27
. 9:45 AM ● Jan SI 10 AM	• Jan's .	Ends	Fri, Aug	20, 2021	• Housekeepi 8:30 AM • Breakfast Grou9 AM • PT w Trevor 1:45 PM
		Repeat		Never >	