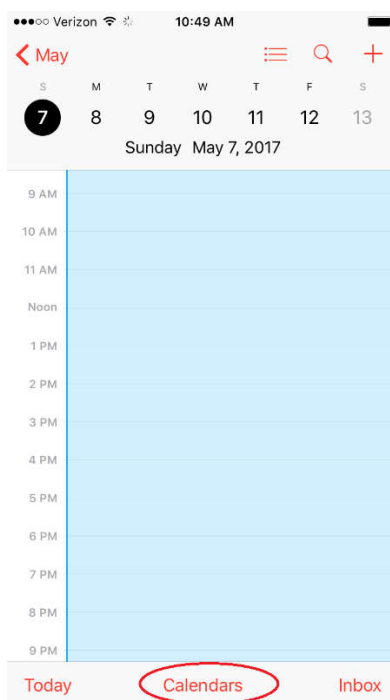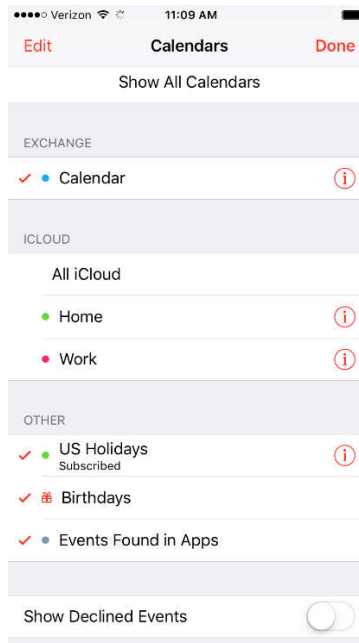# Working With iOS Calendars

Provided by:

This guide is on how to configure your iOS calendar to appear and function the way you require. It is assumed that your calendar account(s) are already present on the device. Your device may vary slightly from the images provided below. The images have been edited for privacy and size as well. Please contact SmartPath at (270) 205-4709 with any questions.

1. Open the Calendar app, then select the Calendars option at the bottom of the screen.
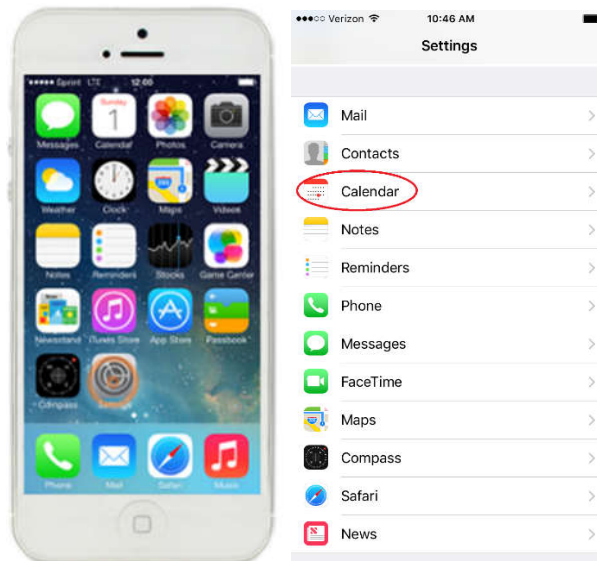
2. On this screen, tap to uncheck any calendars you do not wish to see. Usually you will only want to have one primary calendar displayed (holidays etc are OK). You can also press the red i icon to change the colors of the calendars.

3. Next, let's set your default calendar. This setting controls which calendar new appointments made from the mobile device save to. If the wrong calendar is selected, appointments may not sync to your mail or other devices, or may not be visible in the calendar app.

Go to Settings, then Calendar.

4. Select the Default Calendar option, and make sure the calendar you are displaying in the app is the one selected.