

Resource

Working With iOS Calendars

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.

🚥 🗢 Verizon 🗢 🐇	11:09 AM	-
Edit	Calendars	Done
SI	how All Calendars	
EXCHANGE		
🗸 🔹 Calendar		(j)
ICLOUD		
All iCloud		
• Home		(i)
• Work		(i)
OTHER		
✓ ● US Holida _{Subscribed}	ys	(j)
🖌 🗯 Birthdays		
✓ ● Events Fo	und in Apps	
Show Declined	Events	\bigcirc

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.

·	••••• Verizon 🖘 10:46 AM	-
	Mail	>
	Contacts	>
Neether Cock Maps Videot	Calendar	>
- E 📖 💽	Notes	>
Notes Reservices Blocks Carte Carter	Reminders	>
🔤 🖸 🖂 🔚	S Phone	>
Newsmith Class Day App Day Passach	O Messages	>
	FaceTime	2
	🤕 Maps	>
S 🗠 🧭 🛃	Compass	>
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	News	×



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

•••∘∘ Verizon 🗢 10	:49 AM	ŀ
Settings Cal	lendar	
Accounts iCloud, Exchange	>	
Time Zone Override	Off >	
Alternate Calendars	Off >	
Week Numbers	\bigcirc	
Show Invitee Decline:	s 🌔	
Sync Events 1 Month Bar		
Default Alert Times	>	
Start Week On	>	
Default Calendar	Calendar >	>
Location Suggestions	s 🚺	
Events Found in Apps	s 💽	
Turning this off will delete suggestions and prevent s	any unconfirmed event uggestions from appearing in	

