



# Connect Through Tech

## Tech Coaching Quick Start Guide

### Using a Smartphone to Access Resources

#### Calendar iPhone

*updated 4/7/2020*  
v 1.0





# Connect Through Tech

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## Connect Through Tech

### **Benefits**

One of the reasons cell phones are so popular is because they are portable. This means all the things they are capable of doing, you can do “on the go.” You don’t need to pre-plan anything and you don’t need to be at home to take advantage of the help an app can provide.

This guide covers the Calendar app, a free, pre-loaded app for iPhones. Calendar is available for use with no set up and no fees to purchase or use.

The Calendar app has many advantages over traditional paper calendars. You can make entries by voice, instead of having to write them. Whether you make entries by voice or hand, they can be made to repeat daily, weekly, monthly or annually when you do the first entry – a big convenience for items that recur on a regular basis. You can even tell Calendar to remind you before an appointment, so you don’t forget. Calendar can send invitations to other people who you would like to join you at particular events or appointments, complete with the location. Best of all, you will always have your calendar with you, so it is always possible for you to refer to it for any information you need.



# Connect Through Tech

## **Prerequisites**

- iPhone smart phone, operating system 12.x or later
- Active mobile provider (e.g. Verizon, Sprint, AT&T)



# Connect Through Tech

## Introduction

An “app” (short for application) tells your phone how to do a specific set of tasks. In the past, when you wanted to accomplish a specific task, you needed to buy a specific tool. Now your phone has many tools conveniently at your fingertips. Instead of having your calendar at home, your phone has one built right in and it can do much more for you than a paper calendar can.

In this guide, you will learn how to manage your calendar entries – how to set them up, edit and cancel. You will also learn how to use the added conveniences such as receiving helpful reminders and being able to notify people of particular events.

Once you see how you can do all these steps, select some items from your paper calendar and add to your phone. Try out the different features, including inviting family and friends. Remember this guide is always available for you to refer back to if you need a reminder on how to do something.

## Connect Through Tech

### Creating an Appointment By Voice

Step 1. **Click** (tap) home button on bottom of phone (on left below) to **open** (start) **Siri** (iPhone program that responds to your voice). If you have an iPhone X, **click** (tap) button on right side of phone instead (on right below).



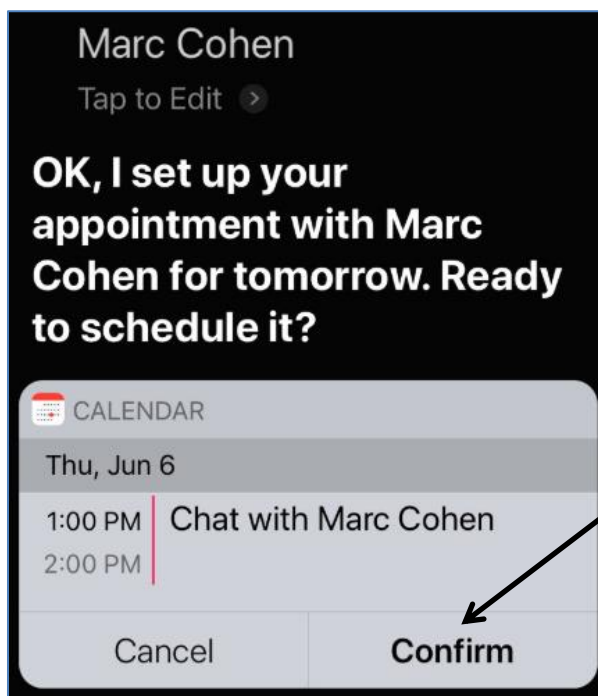


## Connect Through Tech

### Creating an Appointment By Voice (continued)

Step 2. Say “Schedule a chat with Marc Cohen for 1 PM tomorrow.”

**Siri** (iPhone program that responds to your voice) will respond “OK, I set up your appointment with Marc Cohen for 1 PM tomorrow. Ready to schedule it?” and will display message on screen.



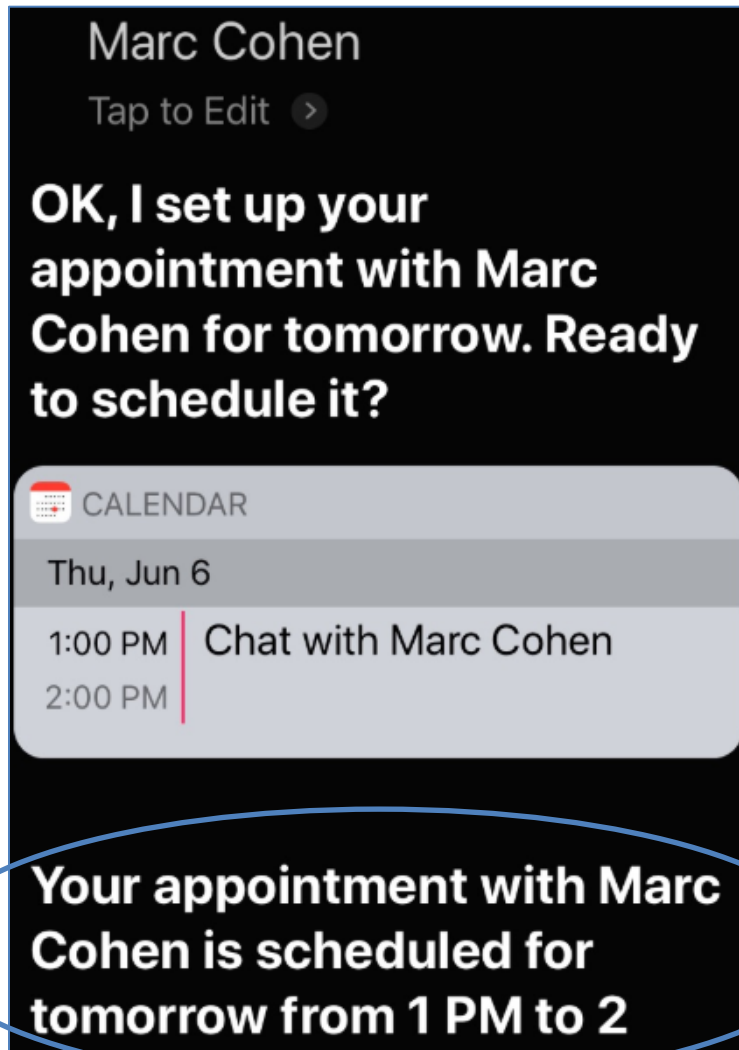
Wait for beep, then say “Yes” or **click** (tap) *Confirm* on screen to save appointment.



## Connect Through Tech

### Creating an Appointment By Voice (continued)

Step 3. Appointment is scheduled. You will see the message below.







## Connect Through Tech

### Creating an Appointment By Hand

Step 1. **Click** (tap) Calendar app.



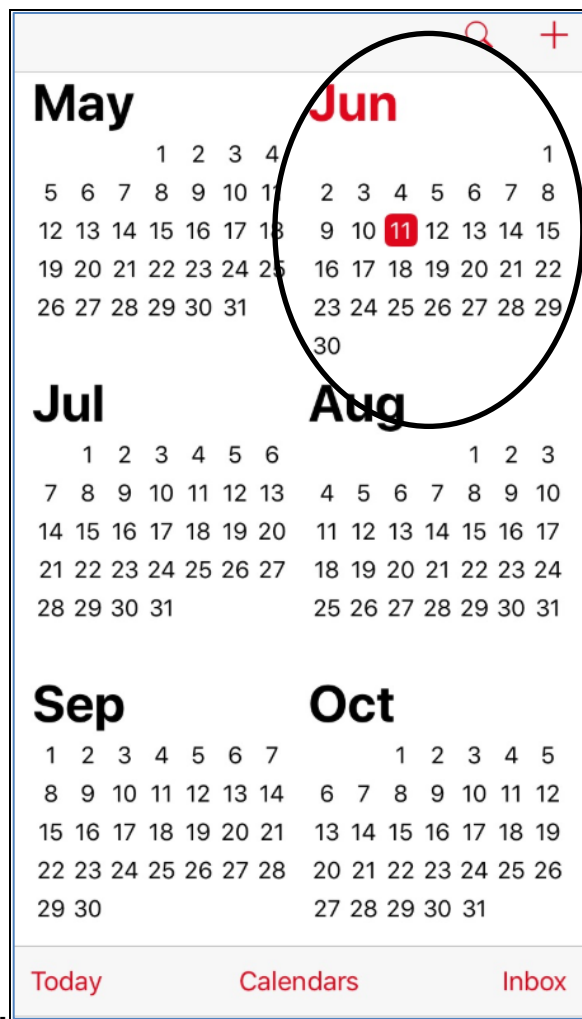
NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.



# Connect Through Tech

## Creating an Appointment By Hand (continued)

Step 2. If your calendar displays the screen shown below, **click** (tap) on the month in which you'd like to schedule an appointment. If not, proceed to next step. (Today's date will be highlighted.)

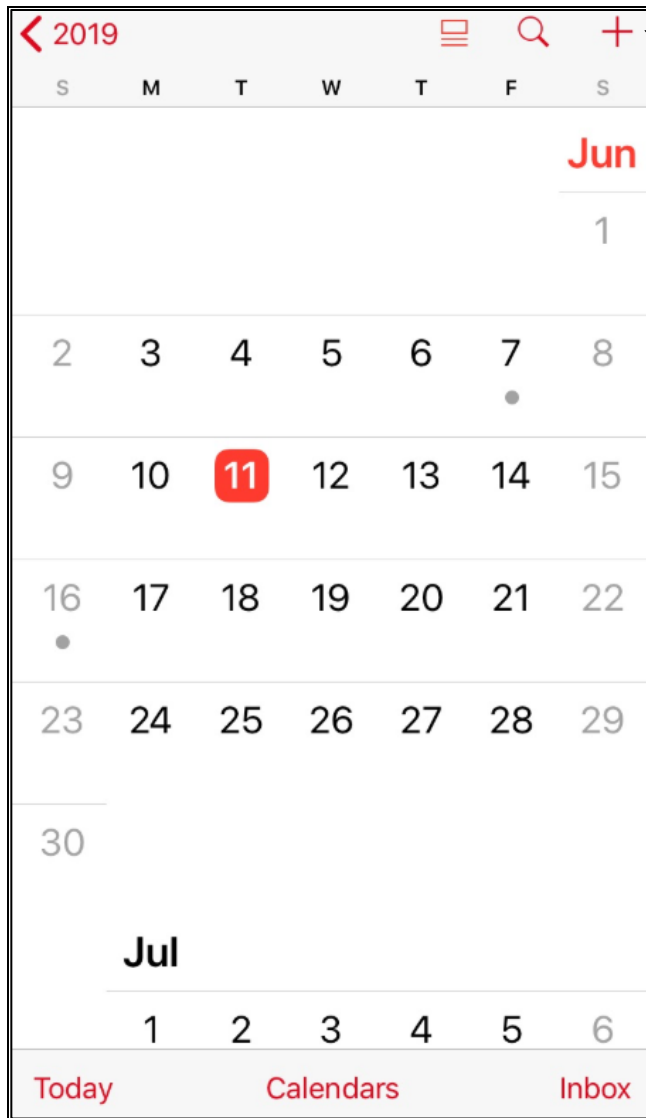




## Connect Through Tech

### Creating an Appointment By Hand (continued)

Step 3. Add an appointment by **clicking** (tapping) the *Plus Sign* in upper right corner of screen.

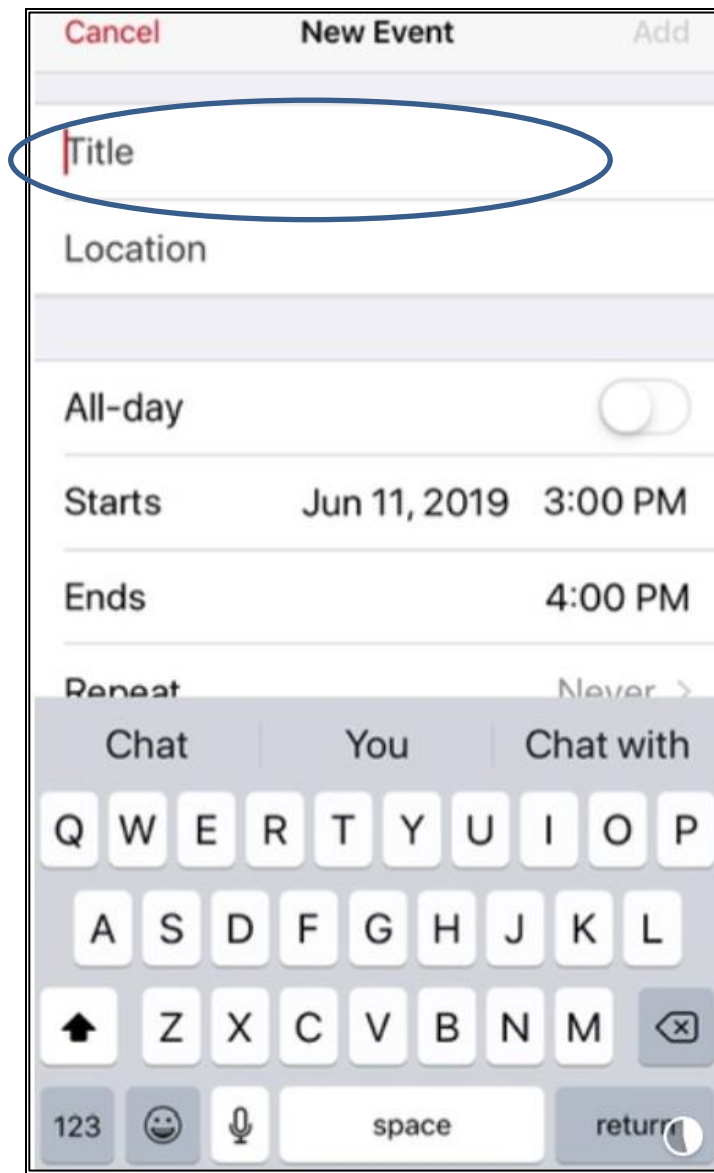




## Connect Through Tech

### Creating an Appointment By Hand (continued)

Step 4. **Enter** (type) title (description) of your appointment.

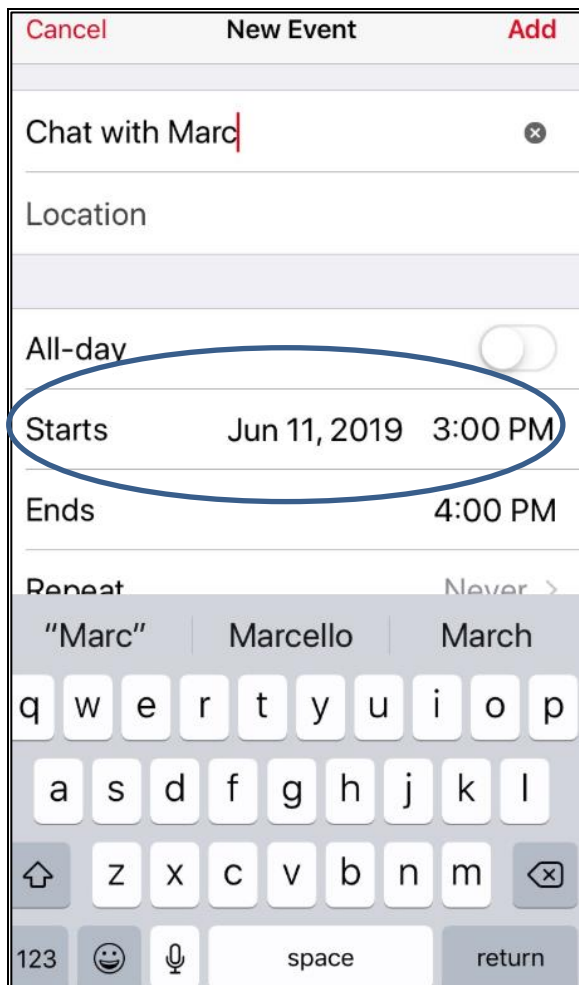




## Connect Through Tech

### Creating an Appointment By Hand (continued)

Step 5. **Click** (tap) on *Starts* to select date and time (iPhone will default to today's date and current time, but you can change it – see next step).





# Connect Through Tech

## Creating an Appointment By Hand (continued)

Step 6. Scroll up and down to select date and start time of your appointment. NOTE: You are selecting date, hour, minute, and AM/PM.

Cancel	New Event		Add																												
<table border="0"> <tr> <td>Sat Jun 8</td> <td>12</td> <td>45</td> <td></td> </tr> <tr> <td>Sun Jun 9</td> <td>1</td> <td>50</td> <td></td> </tr> <tr> <td>Mon Jun 10</td> <td>2</td> <td>55</td> <td>AM</td> </tr> <tr> <td>Today</td> <td>3</td> <td>00</td> <td>PM</td> </tr> <tr> <td>Wed Jun 12</td> <td>4</td> <td>05</td> <td></td> </tr> <tr> <td>Thu Jun 13</td> <td>5</td> <td>10</td> <td></td> </tr> <tr> <td>Fri Jun 14</td> <td>6</td> <td>15</td> <td></td> </tr> </table>				Sat Jun 8	12	45		Sun Jun 9	1	50		Mon Jun 10	2	55	AM	Today	3	00	PM	Wed Jun 12	4	05		Thu Jun 13	5	10		Fri Jun 14	6	15	
Sat Jun 8	12	45																													
Sun Jun 9	1	50																													
Mon Jun 10	2	55	AM																												
Today	3	00	PM																												
Wed Jun 12	4	05																													
Thu Jun 13	5	10																													
Fri Jun 14	6	15																													
Time Zone	New York >																														
Ends	4:00 PM																														
Repeat	Never >																														
Travel Time	None >																														
Calendar	• Home >																														
Invitees	None >																														



## Connect Through Tech

### Creating an Appointment By Hand (continued)

Step 7. **Click** (tap) on *Ends* to select end time of your appointment.

Cancel	New Event	Add
Sat Jun 8	12 45	
Sun Jun 9	1 50	
Mon Jun 10	2 55	AM
Today	3 00	PM
Wed Jun 12	4 05	
Thu Jun 13	5 10	
Fri Jun 14	6 15	
Sat Jun 15	7 20	
Time Zone	New York >	
Ends	4:00 PM	
Repeat	Never >	
Travel Time	None >	
Calendar	• Home >	
Invitees	None >	



## Connect Through Tech

### Creating an Appointment By Hand (continued)

Step 8. Appointments will default to one hour, but you can select different end time. To do this, scroll up and down to select end time of your appointment.

Cancel	New Event	Add
Ends		4:00 PM
Sat Jun 8	1	45
Sun Jun 9	2	50
Mon Jun 10	3	55 AM
Today	4	00 PM
Wed Jun 12	5	05
Thu Jun 13	6	10
Fri Jun 14	7	15
Time Zone		New York >
Repeat		Never >
Travel Time		None >
Calendar		• Home >
Invitees		None >





## Connect Through Tech

### Creating an Appointment By Hand (continued)

Step 9. You can now save your appointment by **clicking** (tapping) on *Add*.

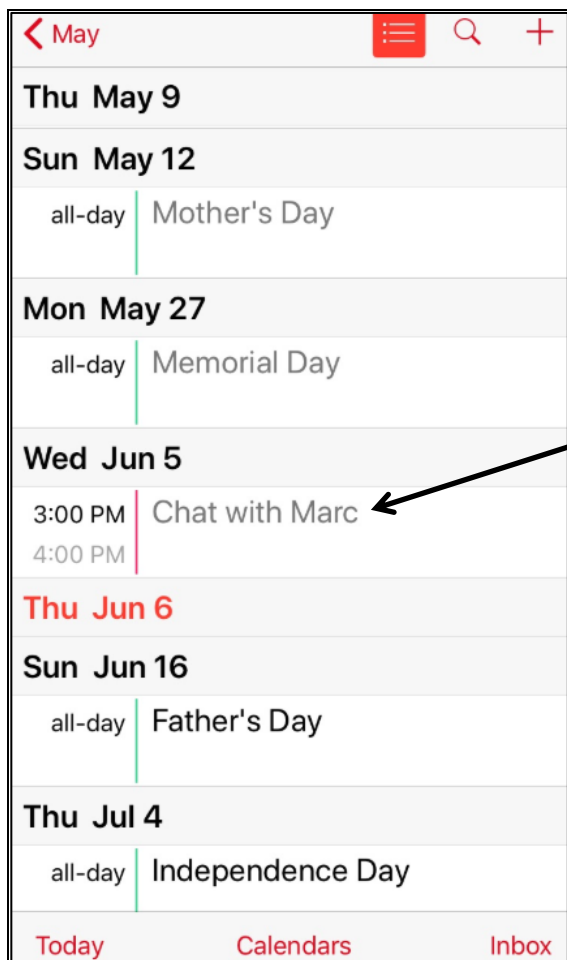
<a href="#">Cancel</a>	<b>New Event</b>	<a href="#">Add</a>
Ends		4:00 PM
Sat Jun 8	1	45
Sun Jun 9	2	50
Mon Jun 10	3	55 AM
<b>Today</b>	<b>4</b>	<b>00 PM</b>
Wed Jun 12	5	05
Thu Jun 13	6	10
Fri Jun 14	7	15
Time Zone	New York >	
Repeat	Never >	
Travel Time	None >	
Calendar	• Home >	
Invitees	None >	



## Connect Through Tech

### Creating an Appointment By Hand (continued)

Step 10. Your calendar now shows your appointment. To change other settings (optional), proceed to next section. NOTE: iPhone automatically adds holidays to your calendar.

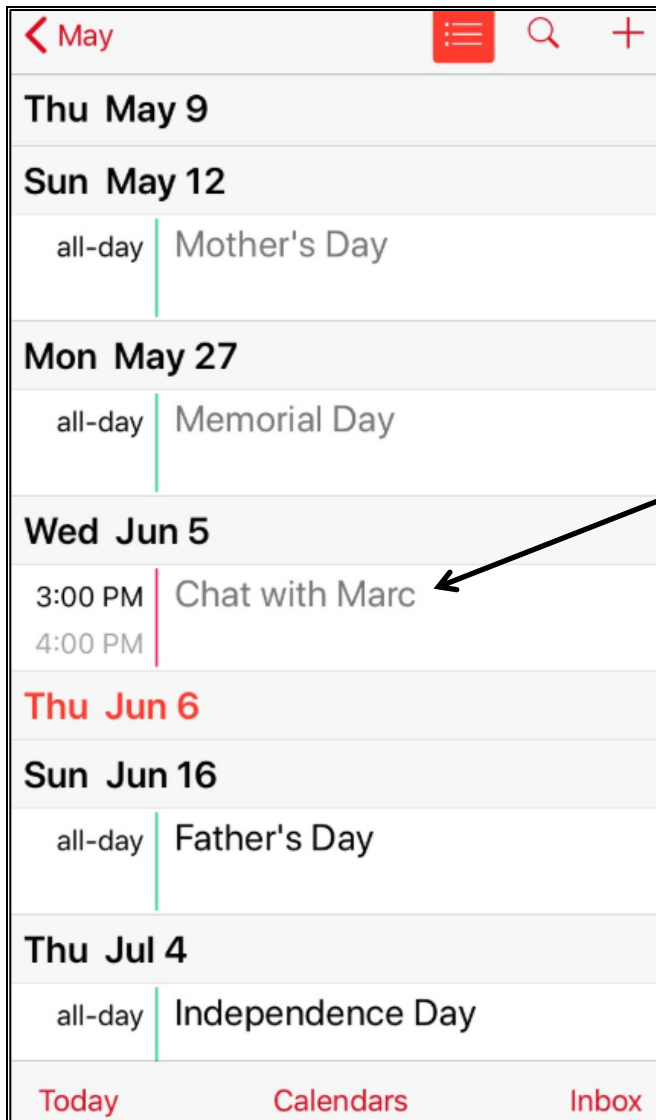




# Connect Through Tech

## Other Appointment Options Recurring Appointments

Step 1. **Click** (tap) on appointment you wish to schedule on a recurring basis.

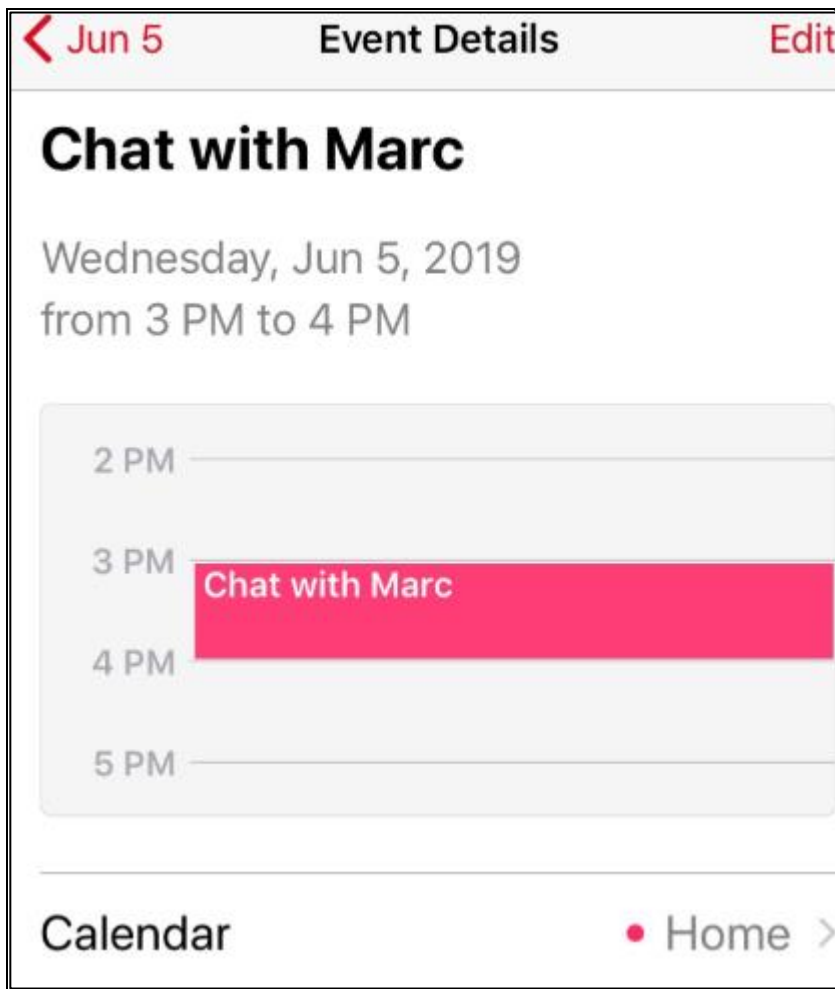




# Connect Through Tech

## Other Appointment Options Recurring Appointments (continued)

Step 2. **Click** (tap) on Edit.





## Connect Through Tech

### Other Appointment Options Recurring Appointments (continued)

Step 3. **Click** (tap) *Repeat*.

Cancel	Edit Event	Done
Chat with Marc		
Location		
All-day <input type="checkbox"/>		
Starts	Jun 5, 2019	3:00 PM
Ends		4:00 PM
Repeat		Never >



## Connect Through Tech

### Other Appointment Options Recurring Appointments (continued)

Step 4. Select whether appointment will repeat on consecutive days, weeks, months or years (or pick a custom recurrence). In our example, we'll **click** (tap) on *Every Week* to schedule a weekly appointment. Check mark will appear.

<a href="#">← Edit Event</a>	Repeat
Never	
Every Day	
Every Week	✓
Every 2 Weeks	
Every Month	
Every Year	
Custom	>



## Connect Through Tech

### Other Appointment Options Recurring Appointments (continued)

Step 5. **Click** (tap) on *End Repeat*.

Cancel	Edit Event	Done
Chat with Marc		
Location		
All-day <input type="checkbox"/>		
Starts	Jun 5, 2019	3:00 PM
Ends		4:00 PM
Repeat		Weekly >
End Repeat		Never >



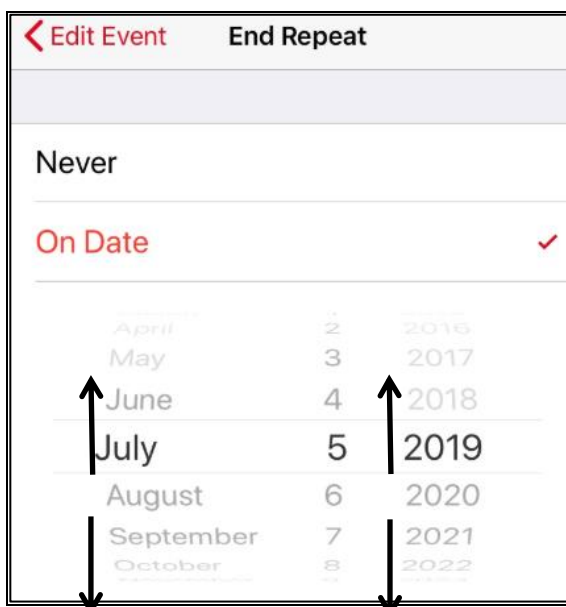
## Connect Through Tech

### Other Appointment Options Recurring Appointments (continued)

Step 6. **Click** (tap) *On Date*. Check mark will appear.



then scroll through dates to specify when recurring weekly appointment will end.



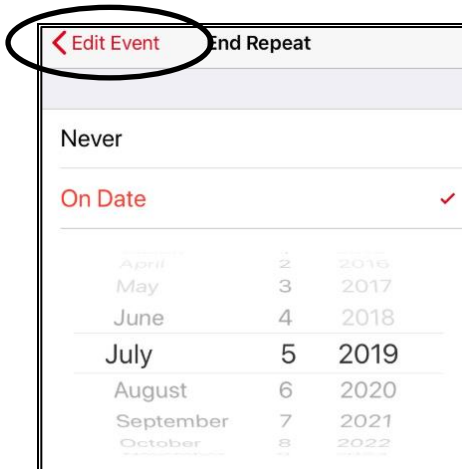




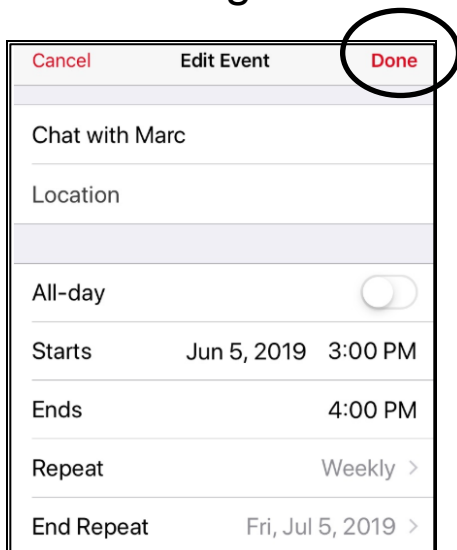
## Connect Through Tech

### Other Appointment Options Recurring Appointments (continued)

Step 7. **Click** (tap) on *Edit Event* to return to the screen where you can save the change you made.



When you return to the edit screen, **click** (tap) *Done* to save changes.

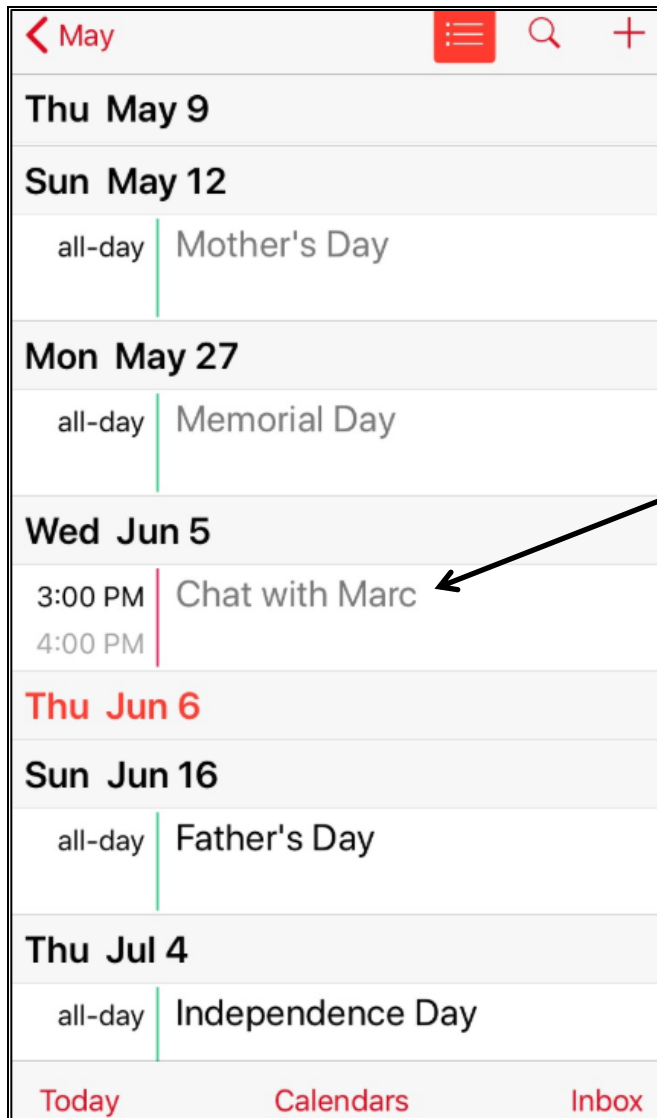




## Connect Through Tech

### Other Appointment Options: Inviting Others

Step 1. **Click** (tap) on appointment you wish to invite other people to join.

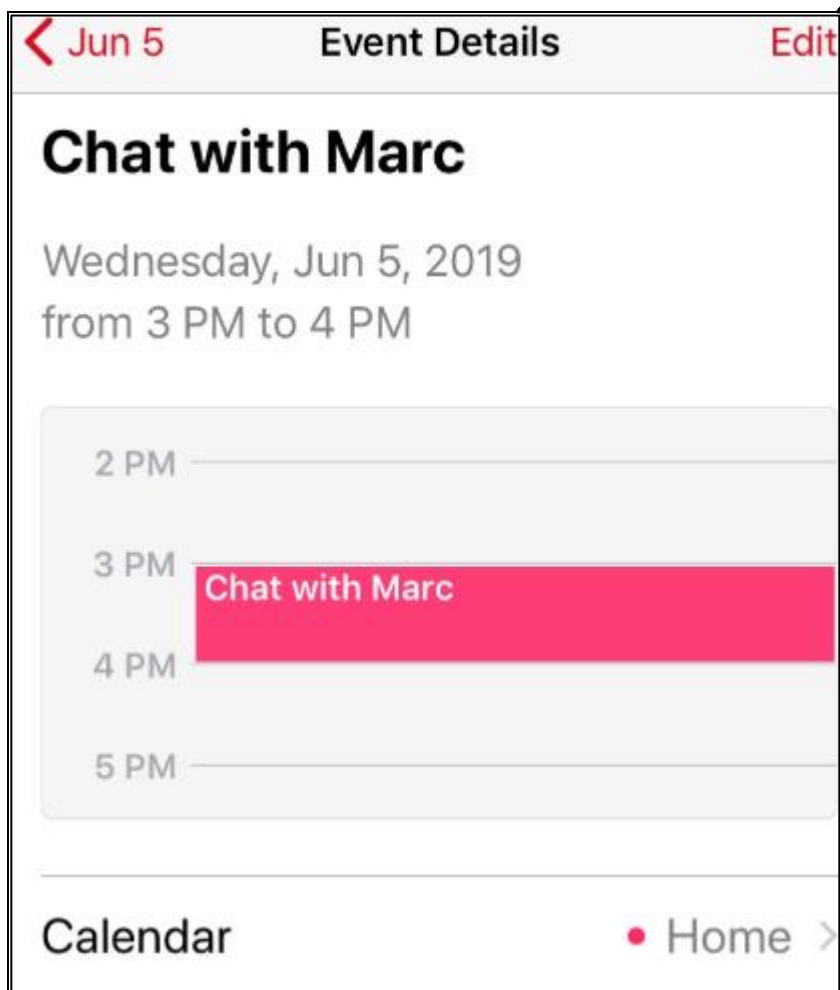




## Connect Through Tech

### Other Appointment Options: Inviting Others (continued)

Step 2. **Click** (tap) on *Edit*.





## Connect Through Tech

### Other Appointment Options: Inviting Others (continued)

Step 3. To invite people **not in your Contacts**, **click** (tap) *Invitees* on the bottom of your screen.

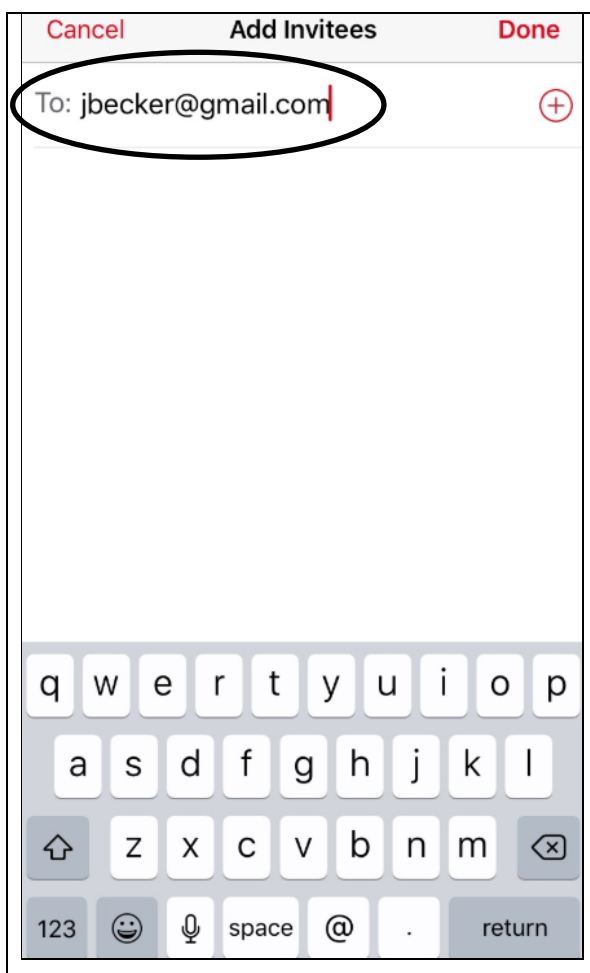
Title	
Location	
<hr/>	
All-day	<input type="checkbox"/>
Starts	Jun 5, 2019 3:00 PM
Ends	4:00 PM
Repeat	Never >
Travel Time	None >
<hr/>	
Calendar	• Home >
Invitees	None >



## Connect Through Tech

### Other Appointment Options: Inviting Others (continued)

Step 4. **Enter** (type) email address(es) of people to add to your appointment, then **click** (tap) *Return*. (If desired, you can add additional people by repeating these steps. You must separate each email address with a semi-colon ;)

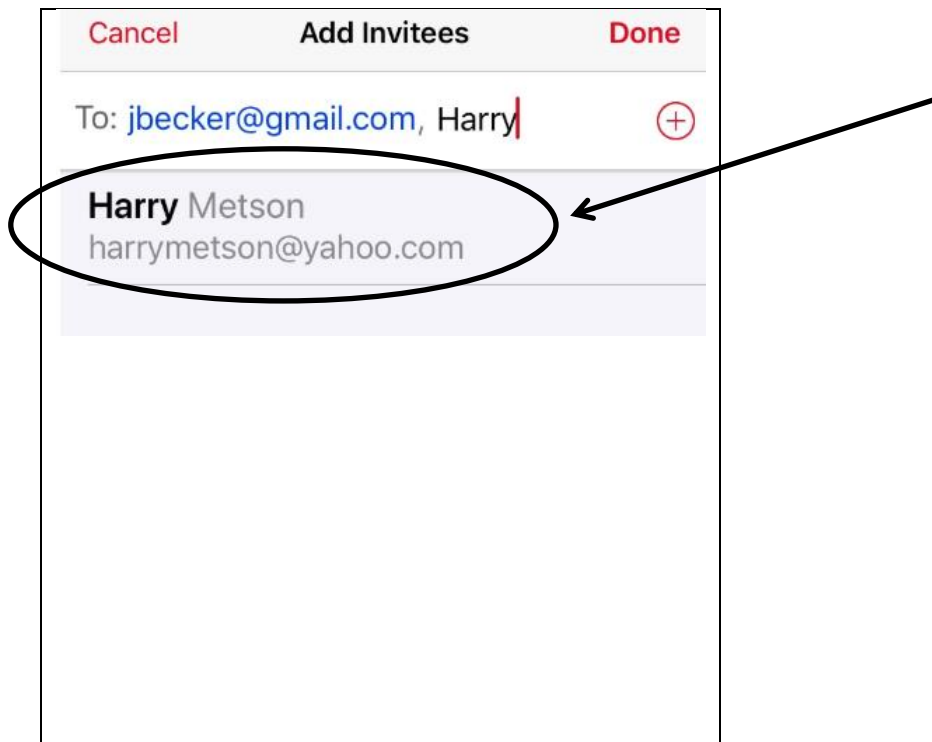




## Connect Through Tech

### Other Appointment Options: Inviting Others (continued)

Step 5. If person is **already in your Contacts**, add them by starting to type their name, then **clicking** (tapping) on their email address when it appears.

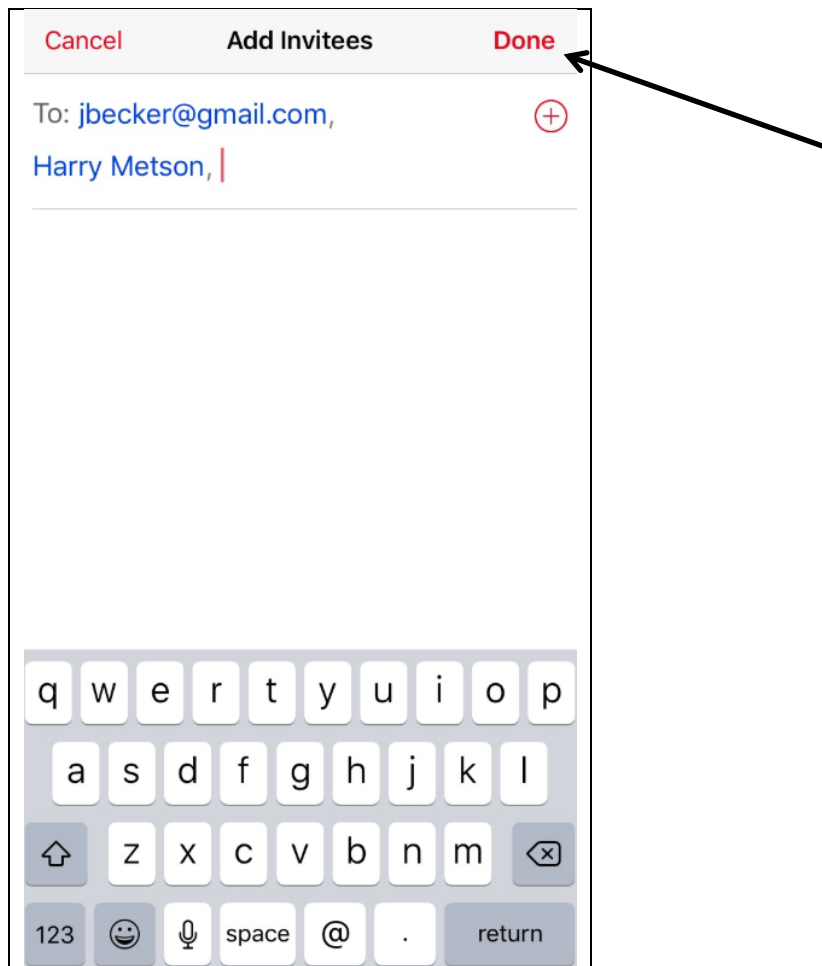




## Connect Through Tech

### Other Appointment Options: Inviting Others (continued)

Step 6. **Click** (tap) *Done* when finished.

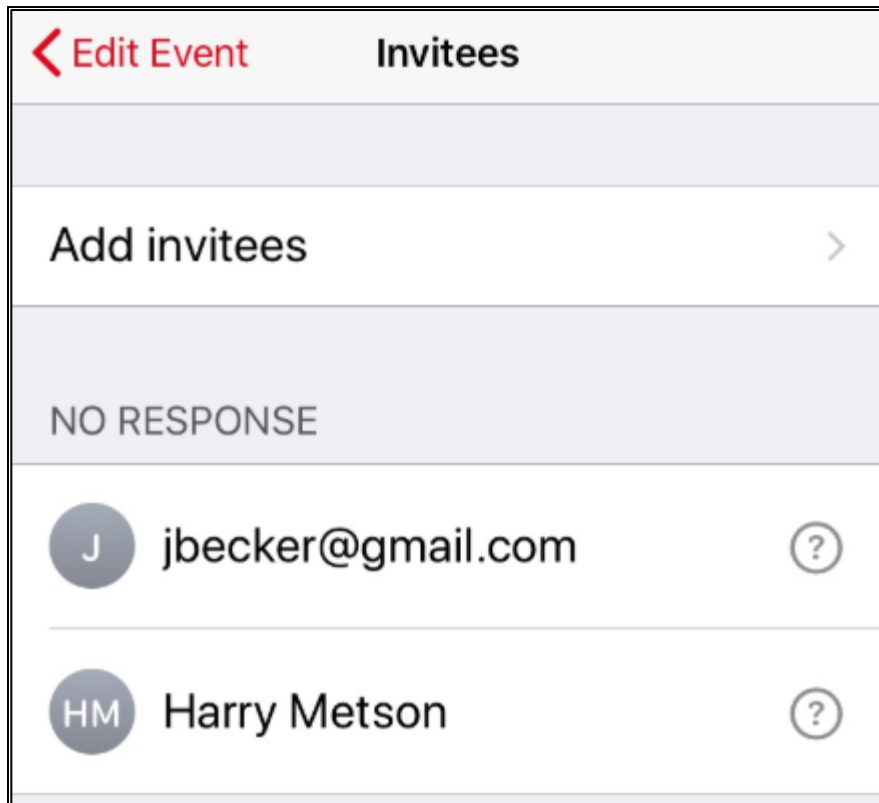




## Connect Through Tech

### Other Appointment Options: Inviting Others (continued)

Step 7. Screen shows others who you've invited to your appointment.



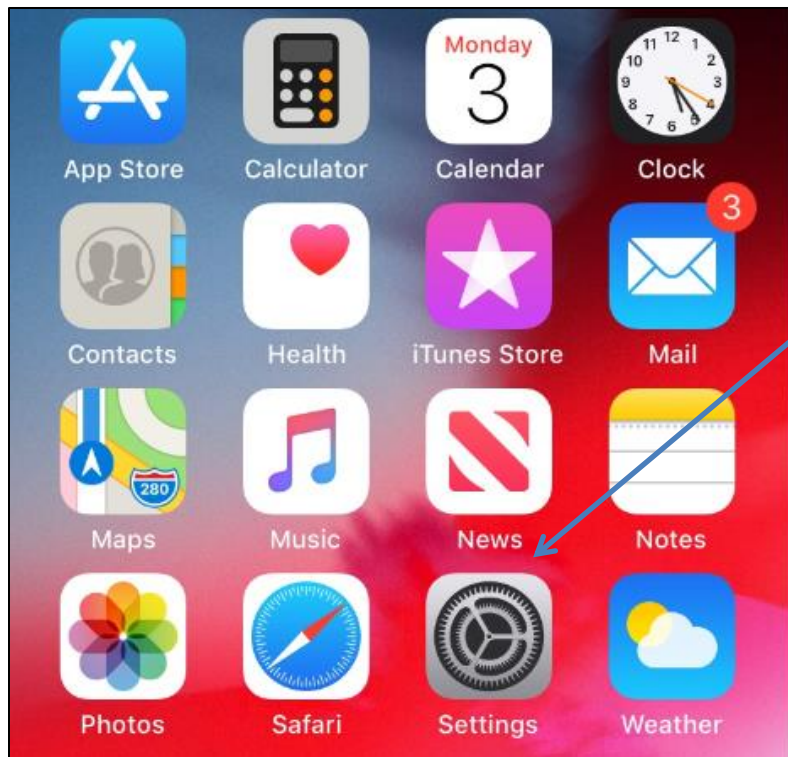




## Connect Through Tech

### Other Appointment Options: Reminders for All Appointments

Step 1. **Click** (tap) on *Settings*.

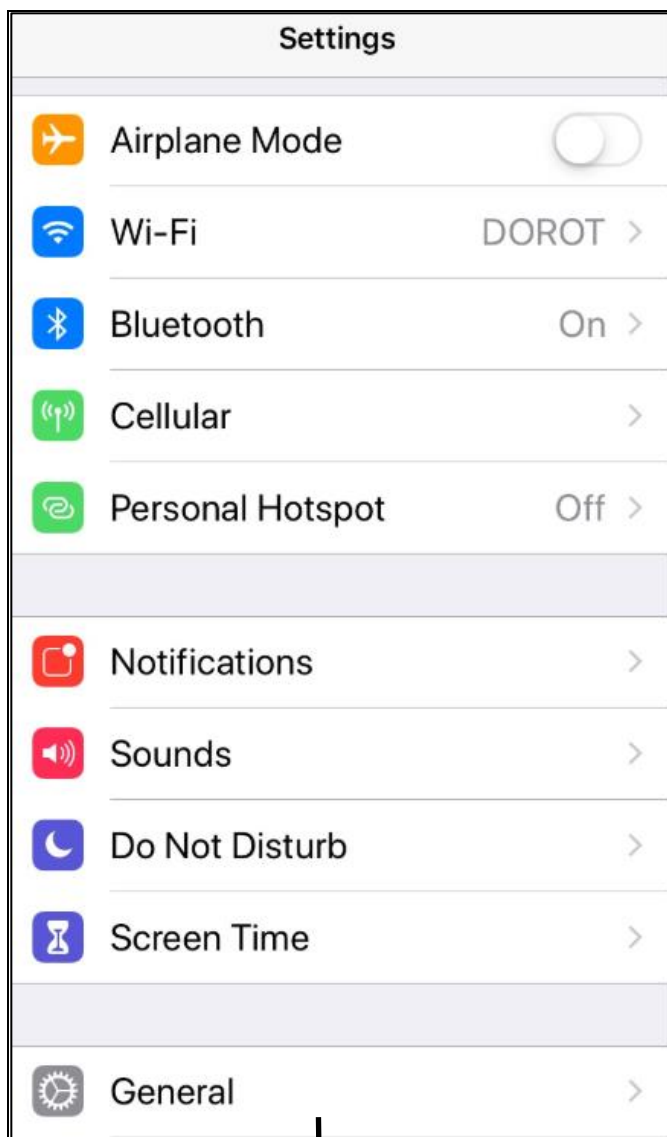




## Connect Through Tech

### Other Appointment Options: Reminders for All Appointments (continued)

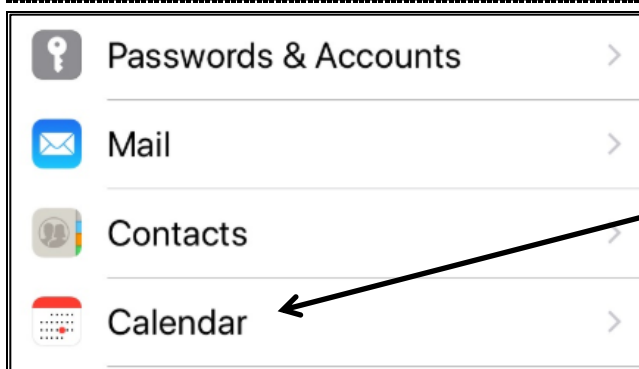
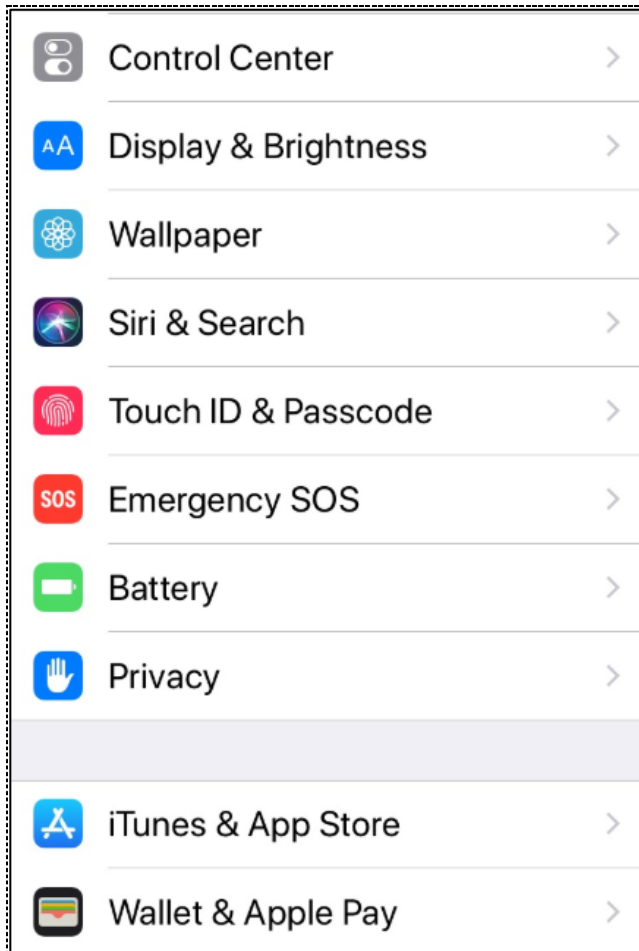
Step 2. Scroll down, then **click** (tap) on *Calendar*.





## Connect Through Tech

### Other Appointment Options: Reminders for All Appointments (continued)

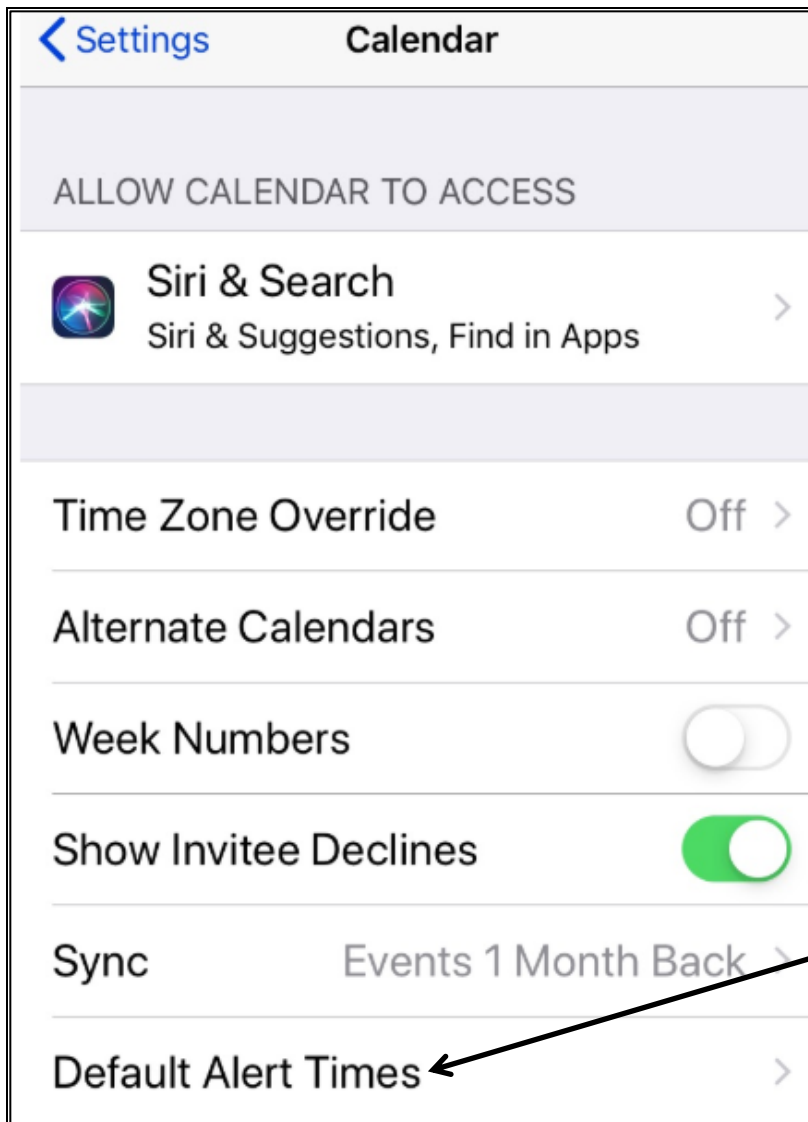




## Connect Through Tech

### Other Appointment Options: Reminders for All Appointments (continued)

Step 3. **Click** (tap) on *Default Alert Times*.





## Connect Through Tech

### Other Appointment Options: Reminders for All Appointments (continued)

Step 4. **Click** (tap) on Events (Appointments).





## Connect Through Tech

### Other Appointment Options: Reminders for All Appointments (continued)

Step 5. Select how far in advance you would like to be reminded about upcoming appointments (will apply to all appointments you create). Below *30 minutes before* is selected. A check mark will appear. Then **click** (tap) *Back*.

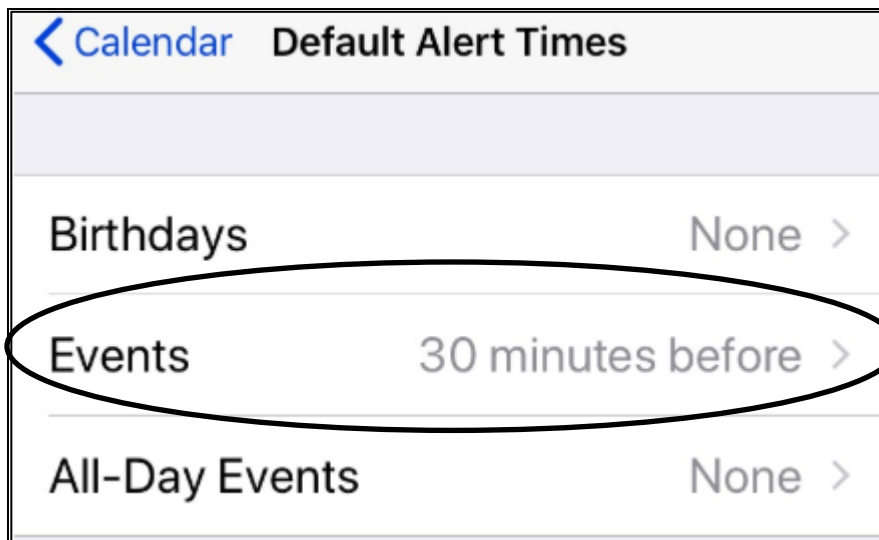
Events	
None	
At time of event	
5 minutes before	
15 minutes before	
30 minutes before	✓
1 hour before	
2 hours before	
1 day before	
2 days before	
1 week before	



## Connect Through Tech

### Other Appointment Options: Reminders for All Appointments (continued)

Step 6. For all appointments you create, you will now receive a reminder 30 minutes prior to the start time.





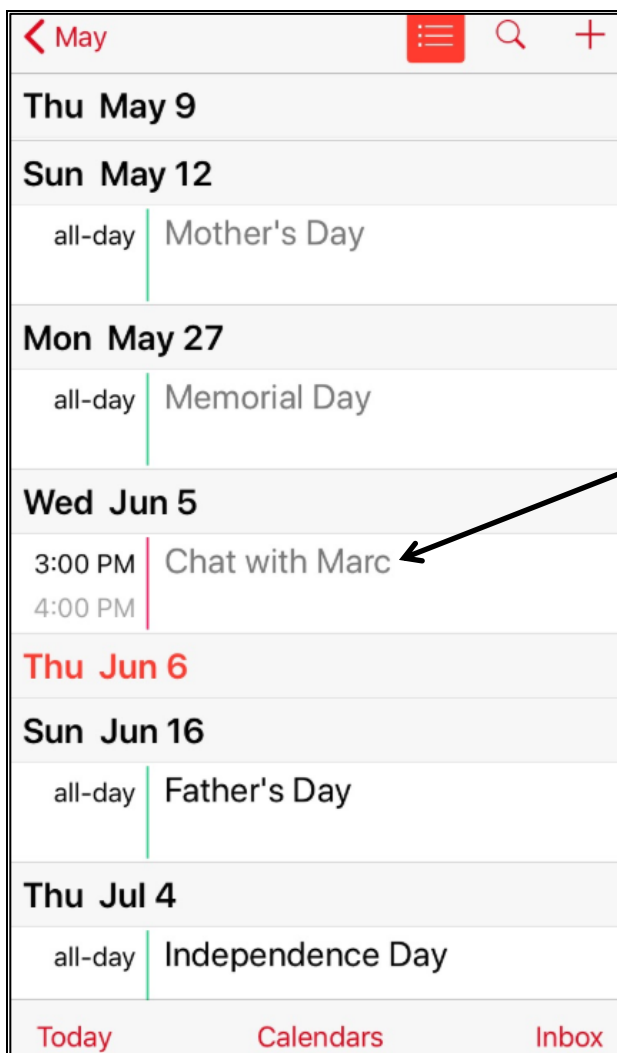
## Connect Through Tech

### Other Appointment Options:

#### Reminders for a Specific Appointment

(if you did not set reminders as a default for all appointments OR you wish to create a custom reminder for a specific appointment)

Step 1. **Click** (tap) on the appointment for which you want to receive a reminder.



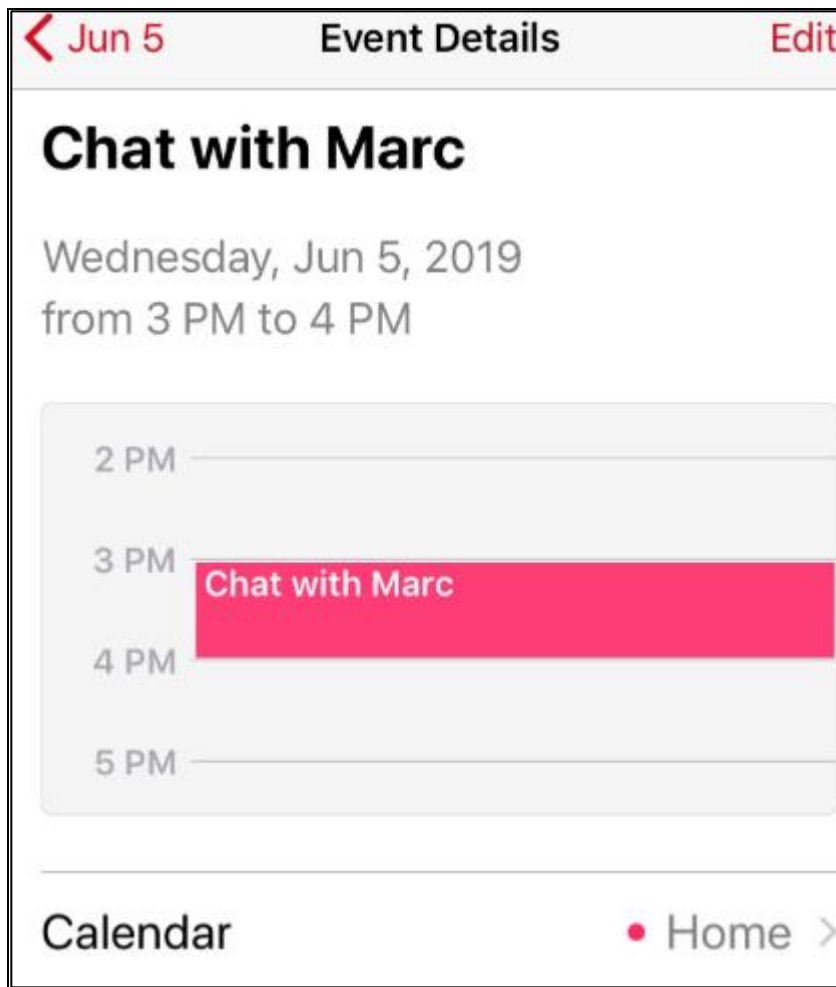




## Connect Through Tech

### Other Appointment Options: Reminders for a Specific Appointment (continued)

Step 2. **Click** (tap) on *Edit*.





## Connect Through Tech

### Other Appointment Options: Reminders for a Specific Appointment (continued)

Step 3. Scroll down, then **Click** (tap) *Alert*.

Cancel	Edit Event	Done
Chat with Marc		
Location		
All-day <input type="checkbox"/>		
Starts	Jun 5, 2019	3:00 PM
Ends		4:00 PM
Repeat		Never >
Travel Time		None >
Calendar		• Home >
Invitees		None >
Alert		None >

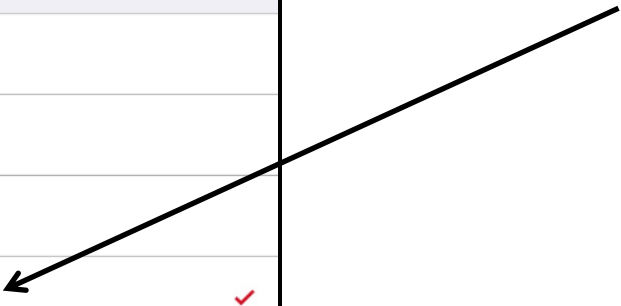


## Connect Through Tech

### Other Appointment Options: Reminders for a Specific Appointment (continued)

Step 4. **Click** (tap) time when you would like to receive a reminder. Here *30 minutes before* the start time of your appointment is selected. A check mark will appear.

<a href="#">← Edit Event</a>	Alert
None	
At time of event	
5 minutes before	
15 minutes before	
30 minutes before	✓
1 hour before	
2 hours before	
1 day before	
2 days before	
1 week before	

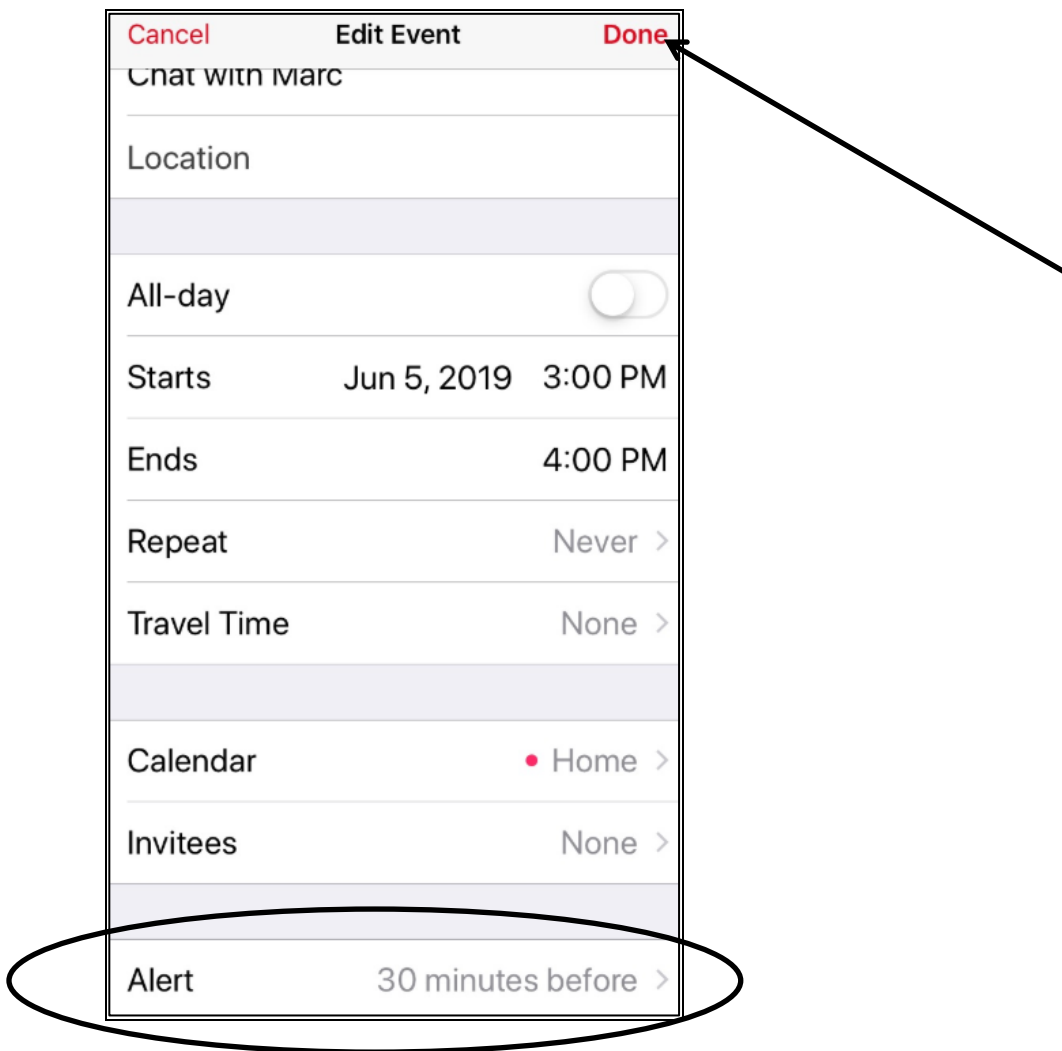




## Connect Through Tech

### Other Appointment Options: Reminders for a Specific Appointment (continued)

Step 5. Your new alert now appears. **Click** (tap) *Done* to save your changes.



## Connect Through Tech

### Checking Your Calendar By Voice

Step 1. **Click** (tap) home button on bottom of phone (on left below) to **open** (start) **Siri** (iPhone program that responds to your voice). If you have an iPhone X, **click** (tap) button on right side of phone instead (on right below).



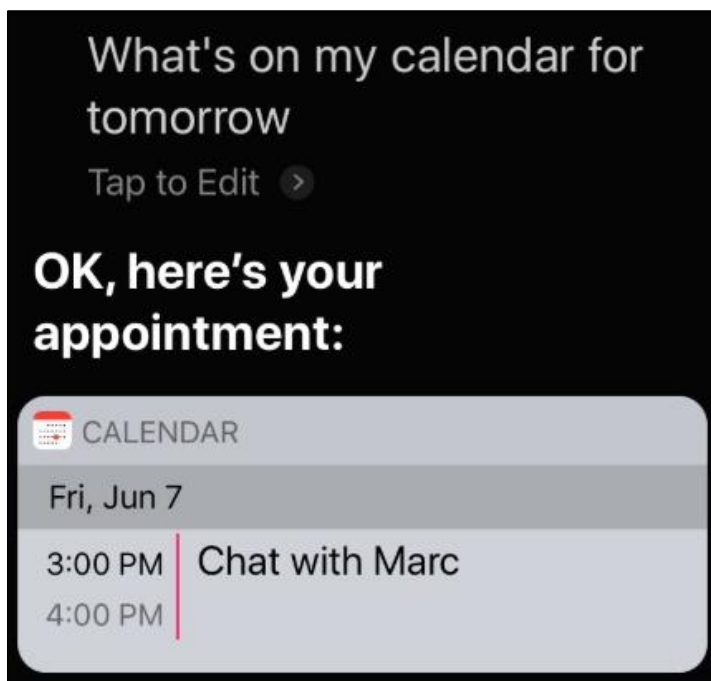


## Connect Through Tech

### Checking Your Calendar By Voice (continued)

**Step 2.** Ask **Siri** (iPhone program that responds to your voice), “What’s on my calendar for June 7?”

**Siri** will announce “Here’s your appointment” and display on screen. If you have more than one appointment for that date, it will show all appointments.





## Connect Through Tech

### Checking Your Calendar By Hand

Step 1. **Click** (tap) Calendar app.



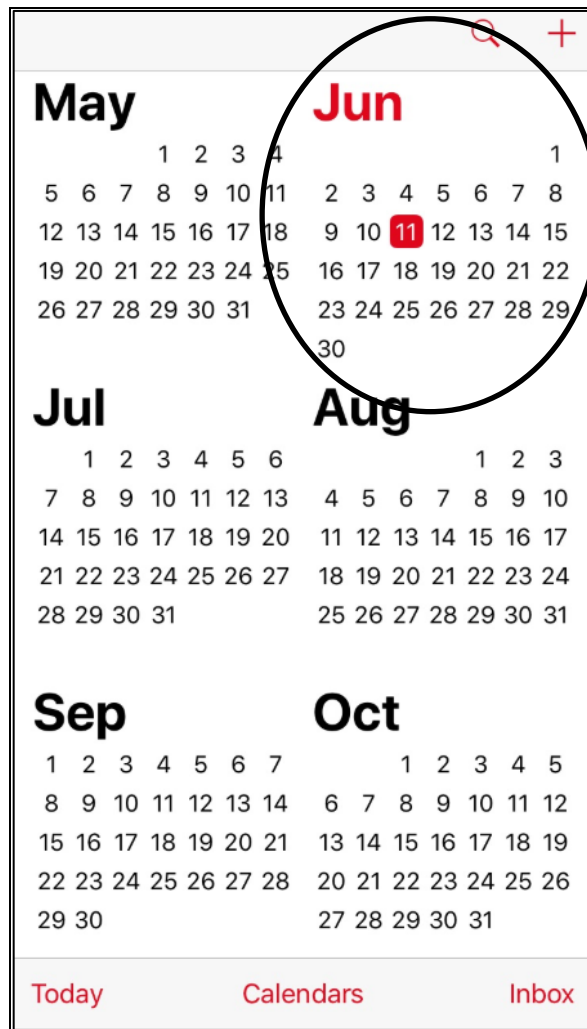
NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.



# Connect Through Tech

## Checking Your Calendar By Hand (continued)

Step 2. If your calendar displays the screen shown below, **click** (tap) on the month in which you'd like to review your calendar. If not, proceed to next step. (Today's date will be highlighted.)



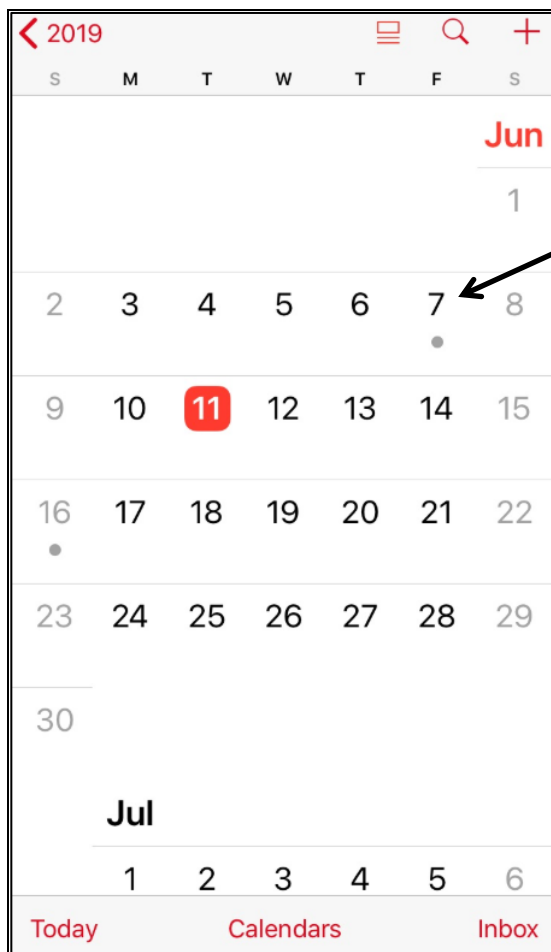




## Connect Through Tech

### Checking Your Calendar By Hand (continued)

Step 3. **Click** (tap) on day for which you'd like to review calendar. Current date is always highlighted in red. NOTE: Dates with appointments will have a dot under the date, like the 7<sup>th</sup> below.

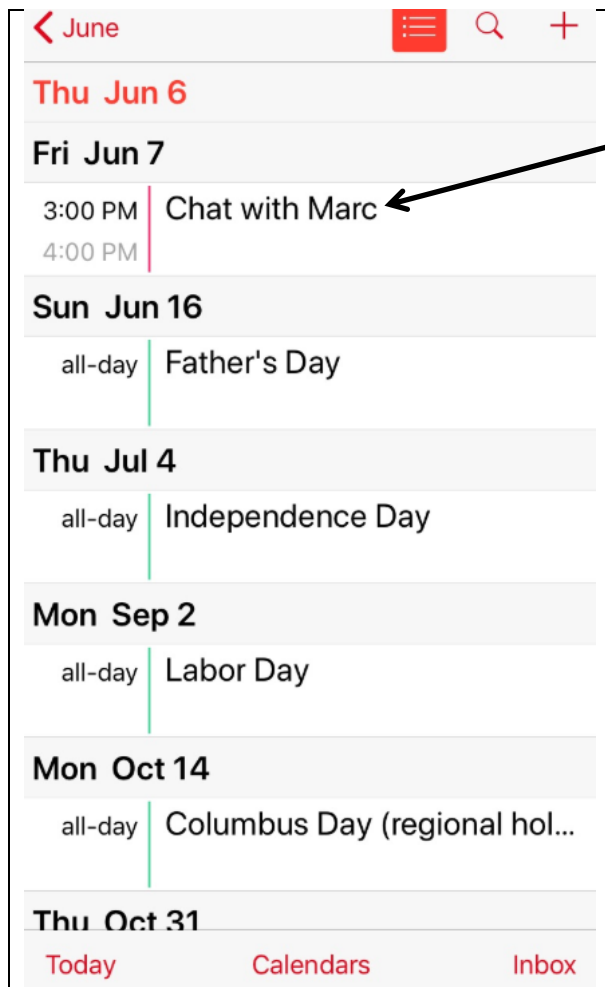




## Connect Through Tech

### Checking Your Calendar By Hand (continued)

Step 4. Titles of appointments for selected date will appear, along with appointments on nearby dates/ months. To get more details for a specific appointment, **click** (tap) on that appointment.

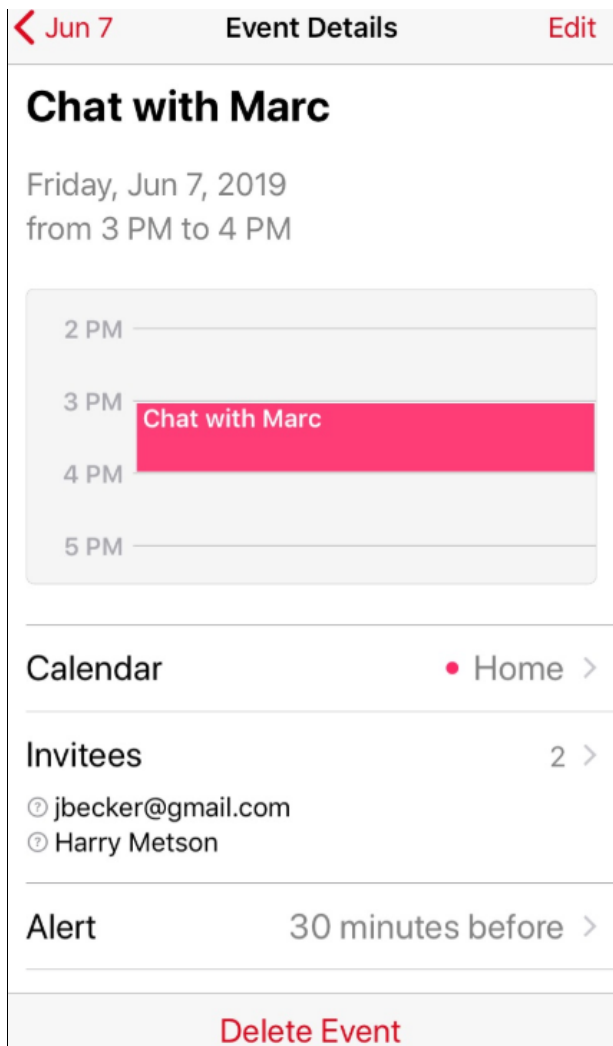




# Connect Through Tech

## Checking Your Calendar By Hand (continued)

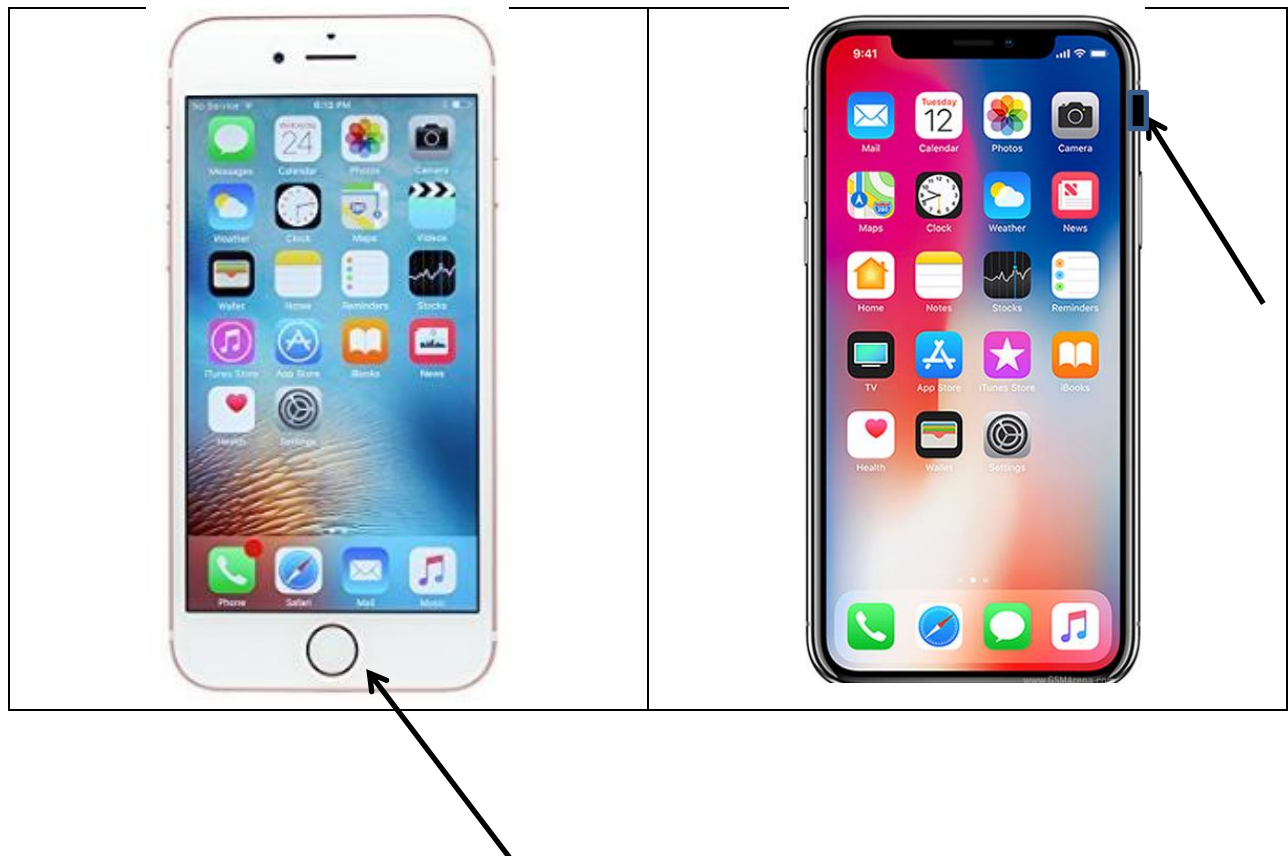
Step 5. Appointment details, such as others joining the appointment and reminder notice will display on screen (if you added them to the original appointment).



## Connect Through Tech

### Changing Appointment By Voice

Step 1. **Click** (tap) home button on bottom of phone (on left below) to **open** (start) **Siri** (iPhone program that responds to your voice). If you have an iPhone X, **click** (tap) button on right side of phone instead (on right below).





## Connect Through Tech

### Changing Appointment By Voice (continued)

Step 2. Say to **Siri** (iPhone program that responds to your voice), “Reschedule my appointment for June 5.”

**Siri** will announce appointments on June 5 and display them on screen, “Let me know which appointment you’d like to modify.”

Step 3. Wait for beep, and then say, “Chat with Marc” (or whatever your appointment title is.

**Siri** will reply “What do you want to change?”

Step 4. Wait for beep, and then respond with “Change start time to 4 PM.”

**Siri** will reply ‘Your appointment called ‘Chat with Marc’ will be from 4 PM to 5 PM. Ready to update it?’

Step 5. Wait for beep, and then say “Yes” or **click** (tap) *Confirm* on screen.

Your appointment is modified to the new time.



## Connect Through Tech

### Changing Appointment By Hand

Step 1. **Click** (tap) Calendar app.



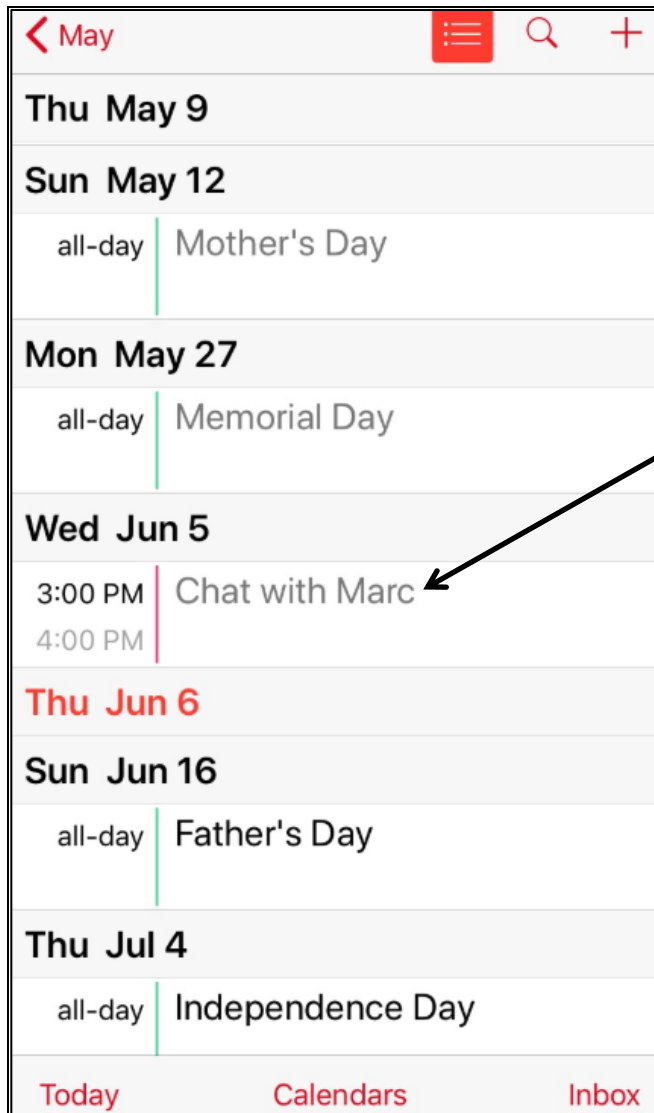
NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.



## Connect Through Tech

### Changing Appointment By Hand (continued)

Step 2. **Click** (tap) on the appointment you'd like to change.

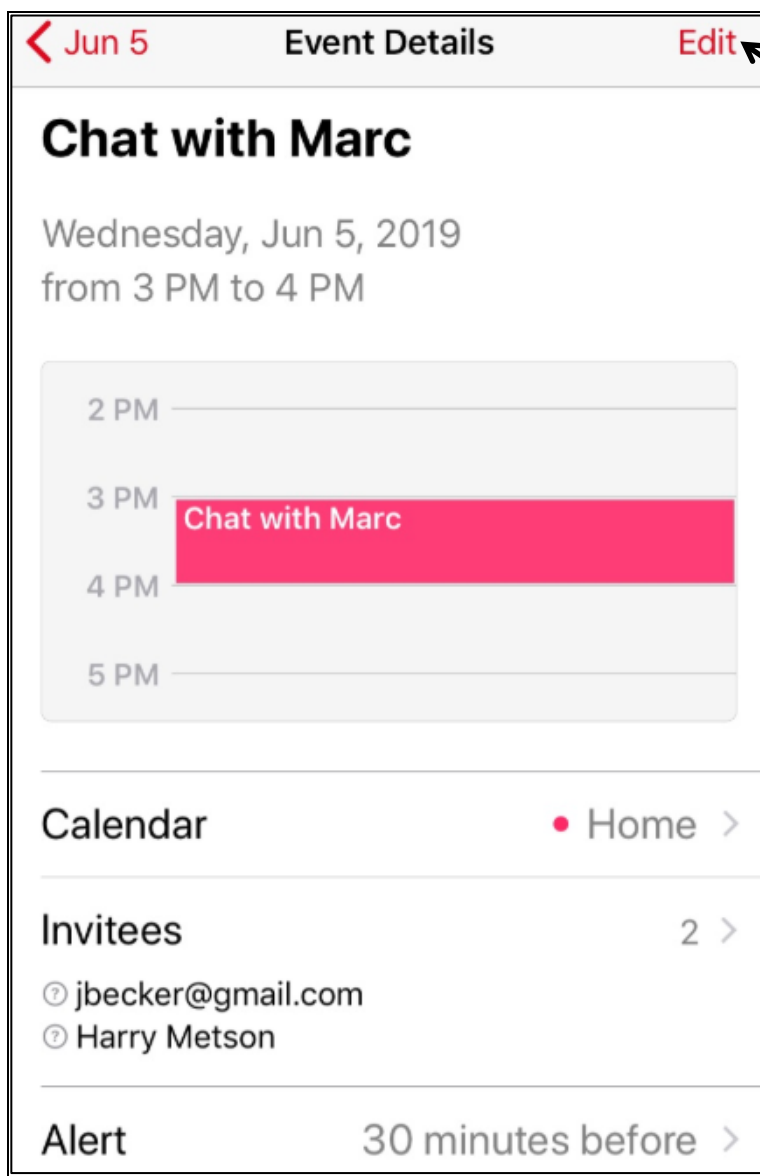




## Connect Through Tech

### Changing Appointment By Hand (continued)

Step 3. **Click** (tap) on *Edit* in upper right corner.



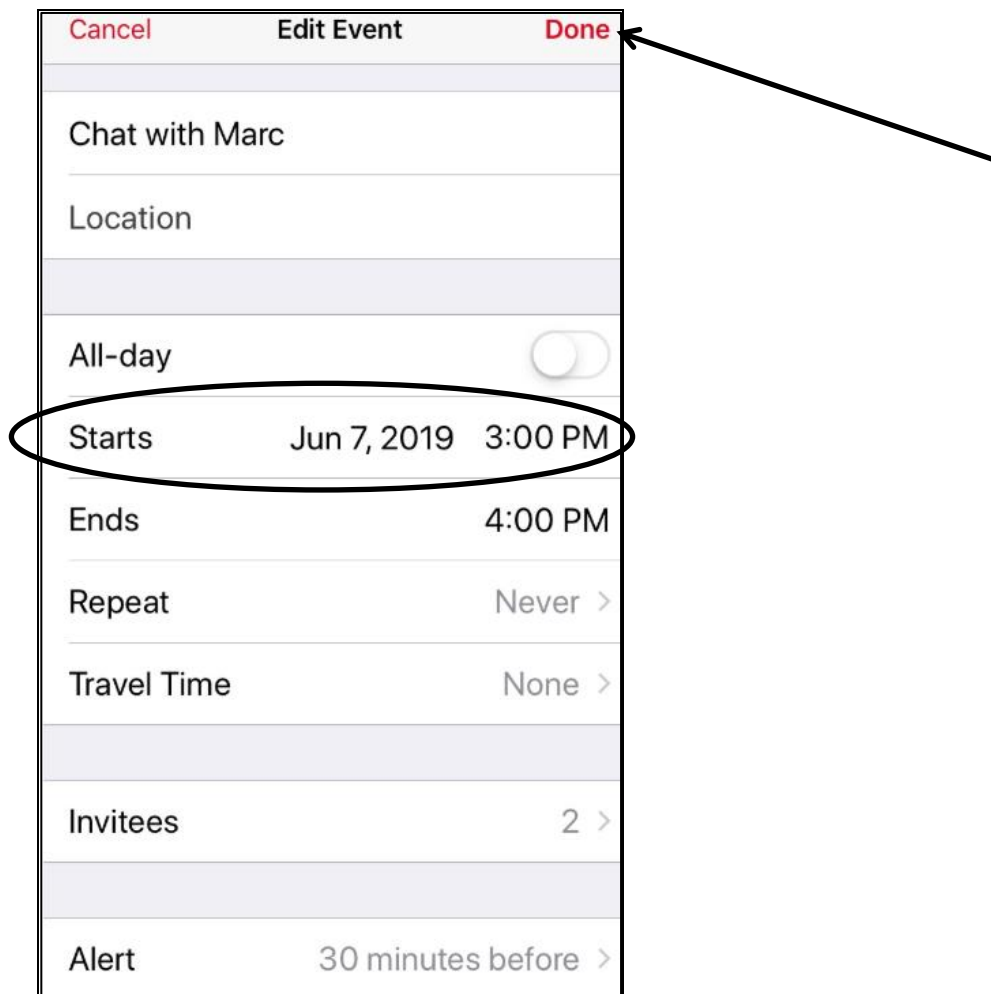




## Connect Through Tech

### Changing Appointment By Hand (continued)

Step 4. Change any detail about appointment. In this example, the day was changed for Chat with Marc to June 7, 2019. When finished, **click** (tap) *Done* in upper right corner of screen to save changes.





## Connect Through Tech

### Changing Appointment By Hand (continued)

Step 5. Your appointment is now scheduled for June 7, 2019.

[← Jun 5](#)      **Event Details**      [Edit](#)

---

### Chat with Marc

Friday, Jun 7, 2019  
from 3 PM to 4 PM

3 PM

4 PM

5 PM

---

**Calendar**      • Home >

---

**Invitees**      2 >

- 🔍 jbecker@gmail.com
- 🔍 Harry Metson

---

**Alert**      30 minutes before >

---

# Connect Through Tech

## Canceling an Appointment By Voice

Step 1. **Click** (tap) home button on bottom of phone (on left below) to **open** (start) **Siri** (iPhone program that responds to your voice). If you have an iPhone X, **click** (tap) button on right side of phone instead (on right below).





## Connect Through Tech

### Canceling an Appointment By Voice (continued)

Step 2. Say to **Siri** (iPhone program that responds to your voice), “Cancel my appointment for June 7.” If you have more than one appointment, say the title of the appointment you wish to cancel.

**Siri** will reply “Should I remove this from your calendar?”

Step 3. Wait for beep, then say “Yes” or **click** (tap) Yes on screen.

Appointment is removed.

NOTE: You may have to experiment with language to get Siri to respond as expected.



## Connect Through Tech

### Canceling an Appointment By Hand

Step 1. **Click** (tap) Calendar app.



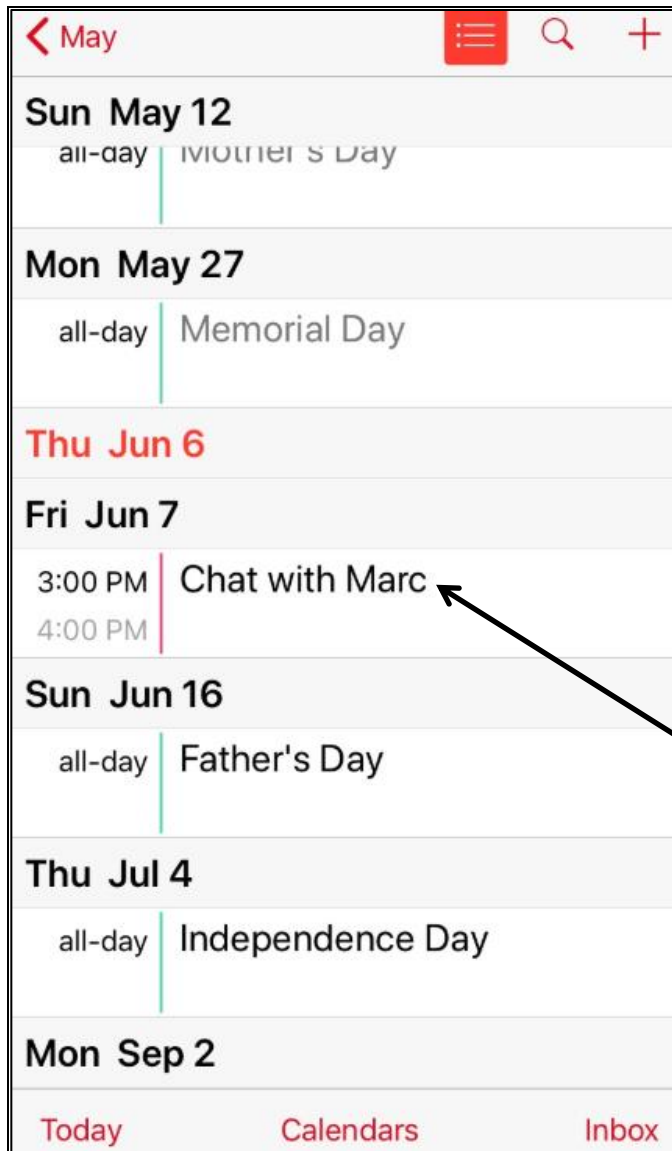
NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.



## Connect Through Tech

### Canceling an Appointment By Hand (continued)

Step 2. **Click** (tap) on appointment you would like to delete.

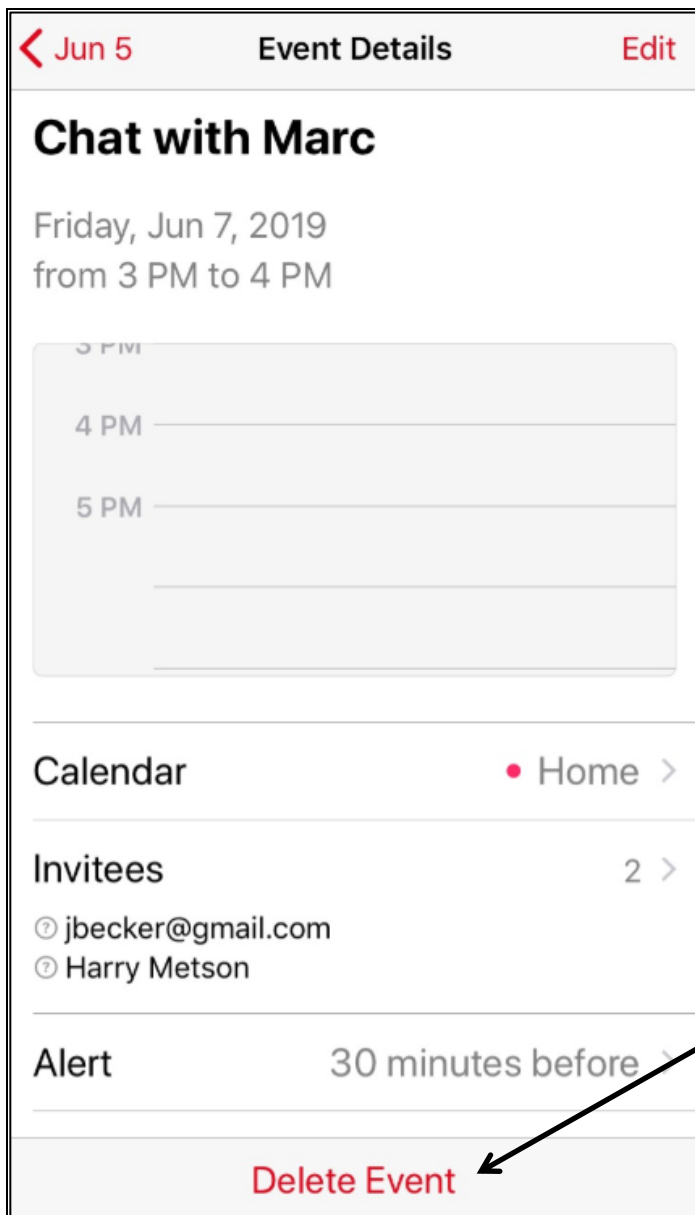




# Connect Through Tech

## Canceling an Appointment By Hand (continued)

Step 3. **Click** (tap) on *Delete Event* (appointment).

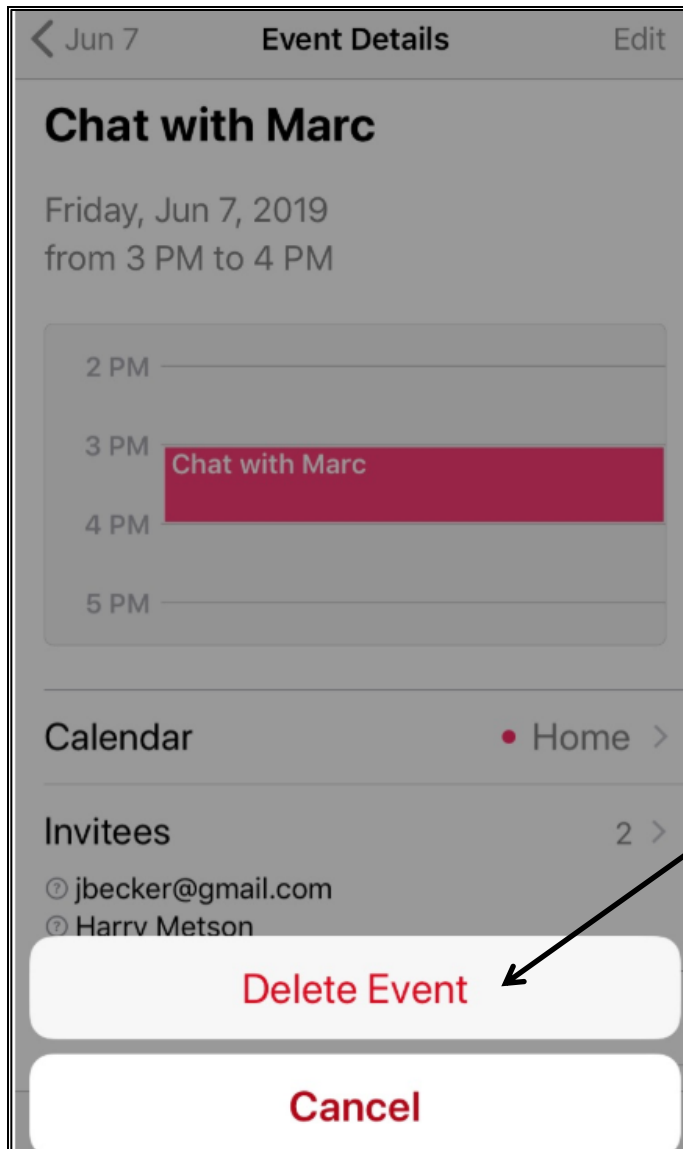




## Connect Through Tech

### Canceling an Appointment By Hand (continued)

Step 4. You will be asked to confirm that you want to delete this appointment. **Click** (tap) on *Delete Event*.



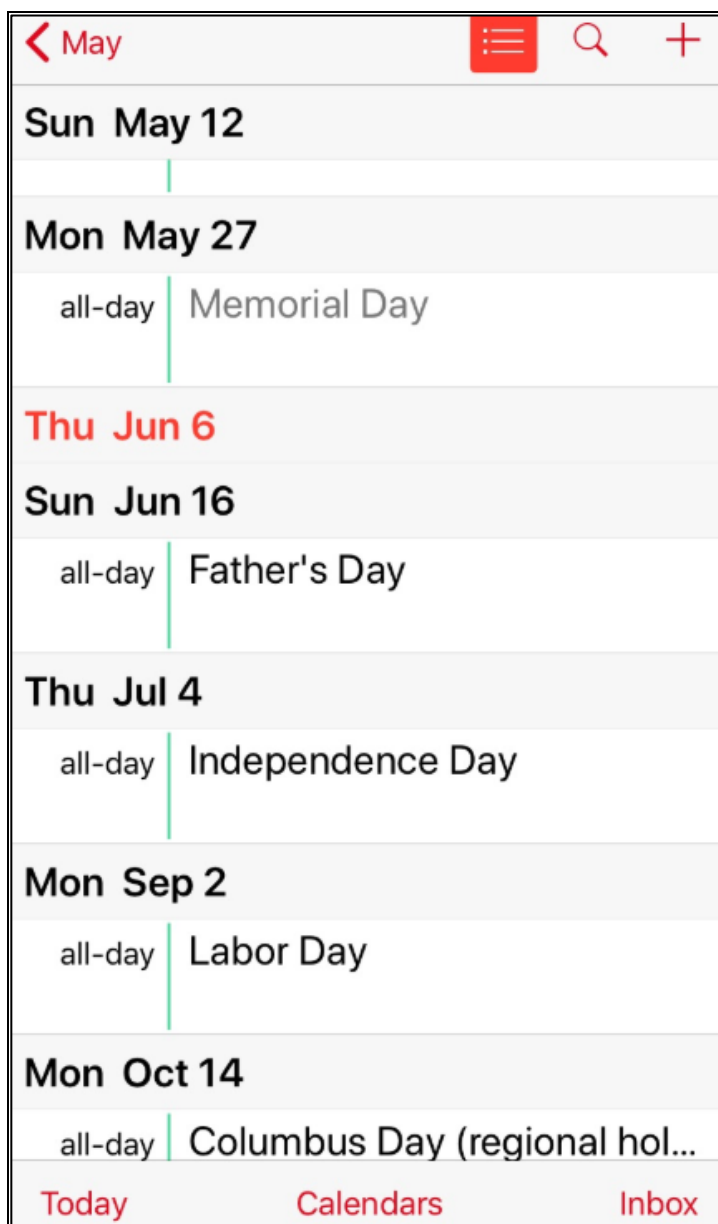




# Connect Through Tech

## Canceling an Appointment By Hand (continued)

Step 5. Appointment is removed from calendar.





## Connect Through Tech

DOROT hopes that you have found this guide useful and that it has made technology easily more accessible.

We would love to hear from you. Please share your comments through [technologyhelp@dorotusa.org](mailto:technologyhelp@dorotusa.org).