Your local independent charity supporting older people in Camden since 1965



Guide to your Phone Calendar



Concurring your calendar is a great way to keep organised, add in appointments and significant other birthdays.



Your calendar on an iPhone

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Calendar icon on
he top left on
our main/
screen.

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Tap on the + to add a new event to your calendar.

ancel	New Event	A
Doctors		
Location or V	ídeo Call	
All-day		
Starts	25 Feb 202	22 14:00
Ends	25 Feb 202	22 15:00
Repeat		Never >
Travel Time		None >
Calendar		• Work >
Invitees		None >
Alert		None >
Show As		Busy >
Add attachm	ent	

Type the event at the top of the page and you can even add the location underneath.

4.

Tap on the switch next to 'all day' if your event runs the entire day. Otherwise select the time, start date, and end date that applies.

When your done tap 'done' at the top right of the page.

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The event you have entered will now appear in your calendar.

3.

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If you can't find a certain event in your calendar but know you put it in, tap on the magnifying glass on the top of the screen and search key words of your event.



It should come up with the date like this if you entered the same title you saved it as.

Today

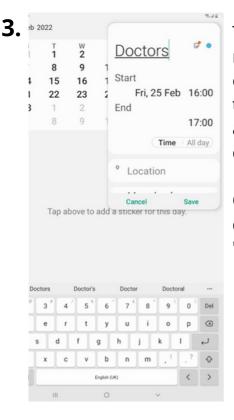
Your calendar on an Android



Tap on the Calendar icon in the bottom right.

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Tap on the + on the top right of the screen.



Type in the name of the event and select the right date and time it commences.

Once you are done tap on 'save'.

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Add s	ticker fo	r 25 Feb			
	ctors 00 - 17:0	0			

Your calendar will
now look this and
show the event on
the date in the
calendar.



Contact us

For more information, or to sign up to one of our gadget clinics, please contact us on:

- General enquires -020 7239 0400
- Information & Advice -020 7837 3777
- www.ageukcamden.org.uk
- info@ageukcamden.org.uk

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> Charity No. 293446 Est. 1965



