

Digital calendars

Mendlesham Computer Club

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iPhone calendar features

- Event creation: Create events by selecting a time slot, adding details, and attaching files
- Reminders: Set reminders for one-time or recurring events
- Invitations: Send and respond to invitations for events
- Calendar sharing: Share calendars with others, such as family and friends
- Time zones: Schedule events in different time zones and choose the time zone for events you create
- Multiple calendars: Use multiple calendars, including the Holidays calendar
- Search: Search for events by title
- Notifications: Customise notifications for events, invitations, and more
- iCloud: Keep your calendar up to date across all your devices using iCloud
- Siri: Use Siri to schedule events and ask what's on your calendar
- View events: View events by month, week, or multiple days

Google calendar features

- Appointment schedules: Create and share booking pages for people to book time with you. You can also view booked appointments alongside your schedule.
- Sharing calendars: Share your calendar with others and get suggestions for meeting times that work for everyone.
- Daily agenda: Get an email every morning with a summary of your day.
- World clock: See the current time in multiple time zones.
- Attachments: Add attachments to events, such as documents or spreadsheets.
- Email event guests: Email everyone invited to an event.
- Working hours: Set working hours and locations so others don't book meetings when you're unavailable.
- Multiple calendars: Manage multiple calendars with a single Google account.

Sharing calendars - iPhone

1. Open the Calendar app
2. Tap Calendars at the bottom of the screen
3. Tap the i icon next to the calendar you want to share
4. Tap Add Person
5. Enter the name or email address of the person you want to share the calendar with
6. Tap Add
7. Tap Done

Sharing calendars - Android

1. Open the Chrome browser
2. Go to <https://calendar.google.com/>
3. Tap the calendar you want to share
4. Tap Settings and sharing
5. Tap + Add people and groups
6. Enter an email address or the name of any contacts you want to share with
7. Tap Send

Calendar files

- Calendar events can be exported as .ics files.
- These can then be emailed as attachments to others that will be attending the event.
- They are often sent out as part of Zoom invitations.
- If you receive an ics file on your phone from someone you know, then you can open it and it will create a calendar event.

How to add attachments to Google Calendar

- Open Google Calendar
- Create or open an event
- Click Add attachment in the description box
- Choose a file from Google Drive or upload a file from your computer
- Click Select or Upload
- If you invited guests, choose the access you want them to have
- Click Share and save to send the meeting invite

How to add attachments to the Calendar app on an iPhone

- Open the Calendar app
- Select the event you want to edit
- Tap Edit in the top right corner
- Tap Add attachment in the event details
- Find the file you want to attach
- Tap Done

Doodle poll

Doodle poll is a free web site that allows you to send an invitation to a number of attendees with alternative dates.

The screenshot shows a Doodle poll interface with a calendar grid. The dates are Oct 10 (THU), Oct 11 (FRI), Oct 13 (SUN), Oct 16 (WED), Oct 20 (SUN), and Oct 25 (FRI). The attendees are Tom, Paula, John, and Emma. Green checkmarks indicate availability for each date.

	Oct 10 THU	Oct 11 FRI	Oct 13 SUN	Oct 16 WED	Oct 20 SUN	Oct 25 FRI
Tom		✓	✓		✓	
Paula		✓			✓	✓
John		✓		✓	✓	
Emma		✓				

Calendars and smart speakers

You can link your calendar with smart speakers (Alexa and Google Home) so it can read out what you have planned.

Alexa

1. Open the Alexa app
2. Select More and then Settings
3. Select Calendar
4. Select your account provider
5. Select Connect Account
6. Follow the on-screen instructions

Google Home

Use a tool like SyncGene to add your iCloud and Google Home accounts