

# ORGANIZE YOUR DAY ON AN IPAD OR IPHONE



## CLASS OUTLINE:

- 1) How to set up Contacts
- 2) How to use the Calendar app
- 3) How to use the Reminders app
- 4) A few hints in Messenger and Mail

## EXPECTED OUTCOMES:

- 1) Learn how setting up Contacts connects and enhances other Apple apps.
- 2) Learn how to set up Calendar events and send both calendars and events to other users.
- 3) Learn how to set up lists and reminders in the Reminders app and share lists and reminders with other users.

## LET'S GET ORGANIZED!

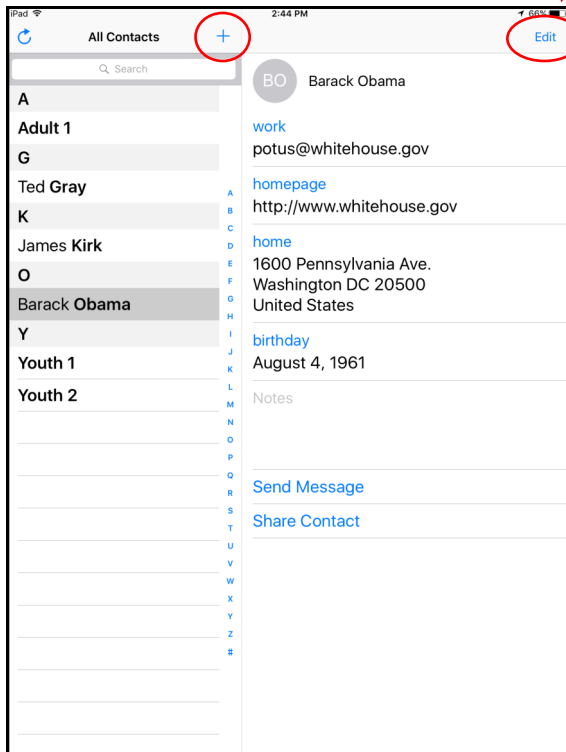
Built into the Apple iOS are several very powerful tools that can help you organize your day. Learning how these tools work together can really help you keep track of things in your day to day life. In this class you'll learn how these tools work and how they are integrated with each other to help you organize your day.



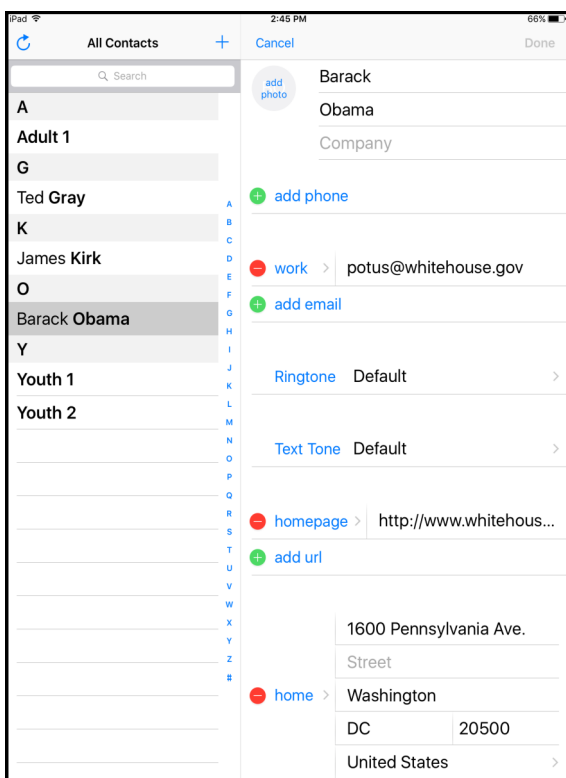
# CONTACTS

Tap **+** to add new Contacts

Tap **Edit** to edit Contacts



The editing box for Contacts



While it isn't the most exciting app Contacts is in many ways one of the most important apps in iOS. It is the foundation that connects together many of the apps on your device. The more information you put into Contacts the more powerful and useful your device will be.

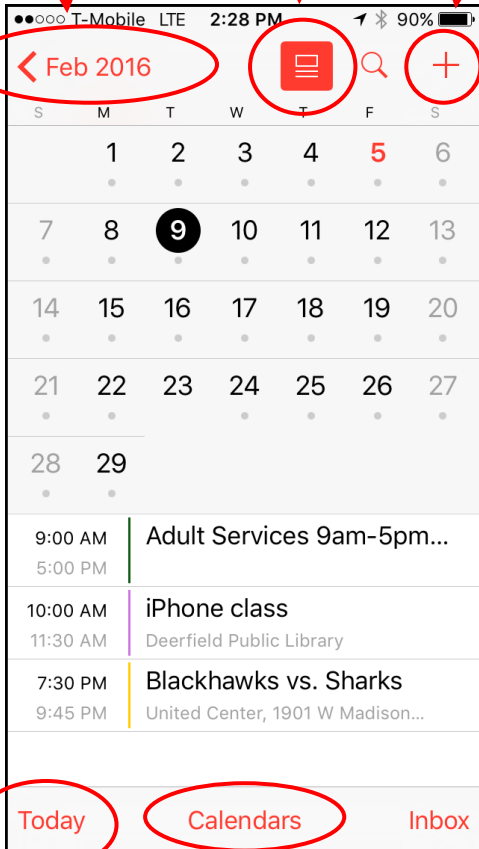
- ◆ If you have multiple Apple devices make sure you use the same **Apple ID** for each device. This will **sync** your Contacts and Calendars and Mail on all of your devices.
- ◆ **Helpful hint** - fill out as much of the Contacts info as you can on a Mac computer with your Apple ID. It's just much easier to do all of this stuff with a keyboard.
- ◆ Tap on the **+** button to **add a new contact**.
- ◆ Tap on a Contact and then tap on the **Edit** button to edit the contact and add more info.
- ◆ While in Edit tap on the photo circle to **add a picture** of a contact.
- ◆ The Facebook Trick! If you have a Facebook account you can add and update all of you **Facebook Friends** in Contacts. Go to Settings>Facebook. Allow Facebook to connect with Contacts. Tap on **Update All Contacts**. Your Contacts will now be updated with all of your Facebook Friends.
- ◆ If you have multiple groups of Contacts (for instance Facebook and iPhone) a **Groups** button will appear in the header. Tap on **Groups** to turn on and off groups of Contacts.
- ◆ Adding a **Nickname**. Go to the contact of your choice and tap on Edit. Scroll down to the bottom of the screen and pick **Add field**. Select **Nickname**. You'll be taken back to the top of the edit screen. You should see the Nickname field below the name. Tap in your nickname and then tap on **Done**. You can now send an email or message using the nickname.



# CALENDAR

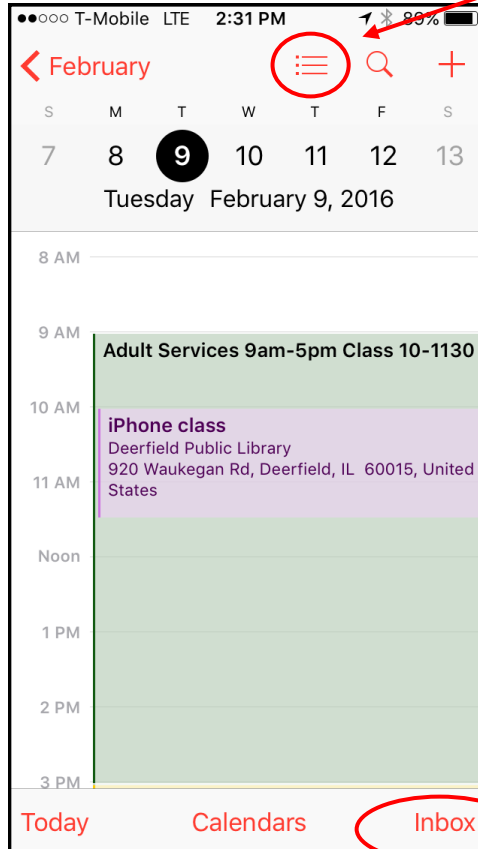
Back to yearly view    Turn on/off list view    Tap + to add Calendar entry

Toggle between Calendar view and List view.

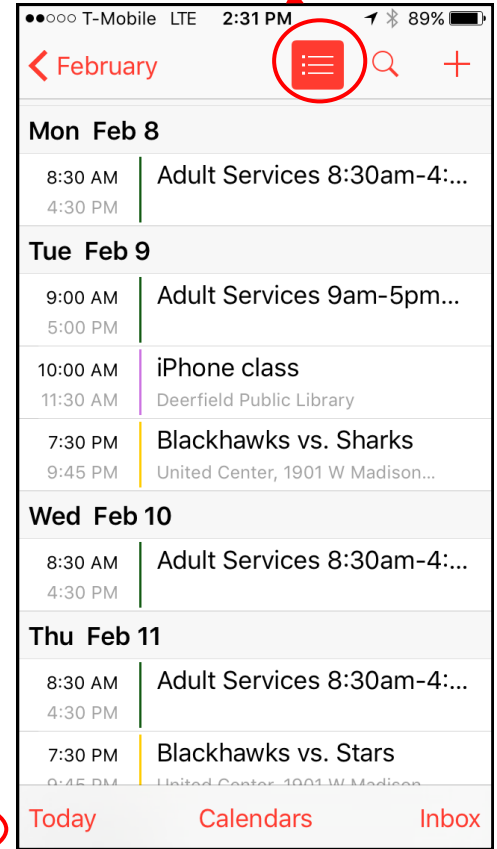


Go to Single Day view of today's calendar events


View all calendars. Turn on/off calendars and edit them



Invitations to Calendar events will appear here.



The Apple Calendar app can really help keep you on schedule and organize all of your events. It displays appointments, birthdays, maps, and other important events. You can create your own calendars, import calendars, and share calendars and events.

- ◆ On the iPad you can toggle between day, week, month, and year views by tapping on the tabs at the top. On the iPhone tap on **Today** to go to the Day view or tap on the back button in the upper left hand corner to go back to the monthly view. On the iPhone hold the phone horizontally to see the weekly view.
- ◆ In the **Day** view swipe to the left or right to move back and forth between days.
- ◆ On the iPhone in the Day view you can hit the **List button** at the top to go to the List view of events. This option is not available on the iPad.
- ◆ Tap on the **+** button to add an event. Add title, time, and any additional info. Choose which calendar you would like to add the event to at the bottom of the event.
- ◆ In the **Monthly** view you can edit move events by dragging and dropping them to a new day and/or time.
- ◆ To share a calendar tap on **Calendars** at the bottom of the page. Tap on the **info icon**. Under **Shared With** tap on **Add Person...** and put in the emails of who you would like to share your calendar with.
- ◆ In the **Calendar** view you can also tap on the info icon  of any calendar to change the calendars color. This is also where you can delete any individual calendars by hitting **Delete Calendar** at the bottom.
- ◆ To **send an invitation** to a calendar event tap on the event and then tap on **Edit**. Tap on **Invitees**. Put in the email address of who you would like to send the event to. By using this method you will also see if the attendee has accepted your invitation or not.
- ◆ In the **Edit Event** view you can also set an **Alert** for any event. You can choose between a number of different alert times.
- ◆ Would you like to change what day of the week your calendar starts on? Go to Settings>Mail, Calendars, Contacts. Then tap on **Start Week On** and choose your day.
- ◆ Look for the Import Calendar icon when you go to the web pages of your favorite organizations and groups. When you receive emails for appointments and events look for the icon as well. If you see the icon you can import the event directly into your calendar.

A screenshot of the 'New Event' form in the Apple Calendar app. The status bar at the top shows 'T-Mobile LTE', '3:33 PM', and '84%' battery. The form has a title bar with 'Cancel', 'New Event', and 'Add' buttons. Below the title bar is a 'Location' field. The 'All-day' toggle is turned off. The 'Starts' field shows 'Feb 6, 2016 3:00 PM' and the 'Ends' field shows '4:00 PM'. The 'Repeat' field is set to 'Never' and the 'Travel Time' field is set to 'None'. At the bottom, the 'Calendar' field is set to 'Home' and the 'Invitees' field is set to 'None'.

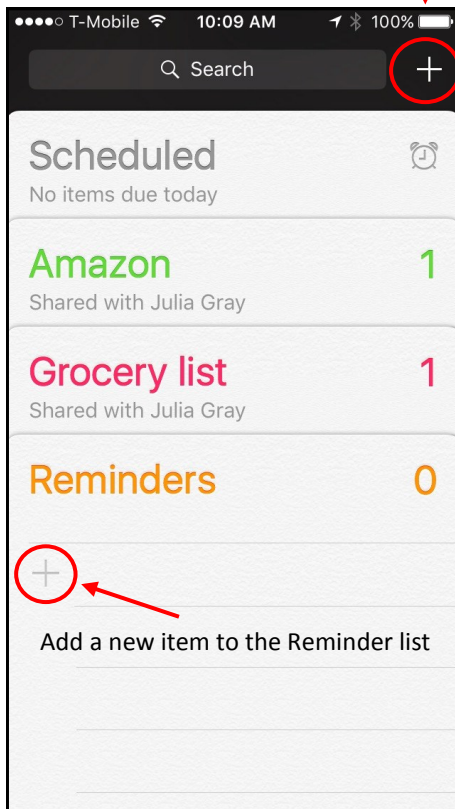
New Event		
Location		
All-day <input type="checkbox"/>		
Starts	Feb 6, 2016	3:00 PM
Ends		4:00 PM
Repeat	Never >	
Travel Time	None >	
Calendar	● Home >	
Invitees	None >	



# REMINDERS

## iPhone Views of Reminders

Tap on + to add new list or reminder

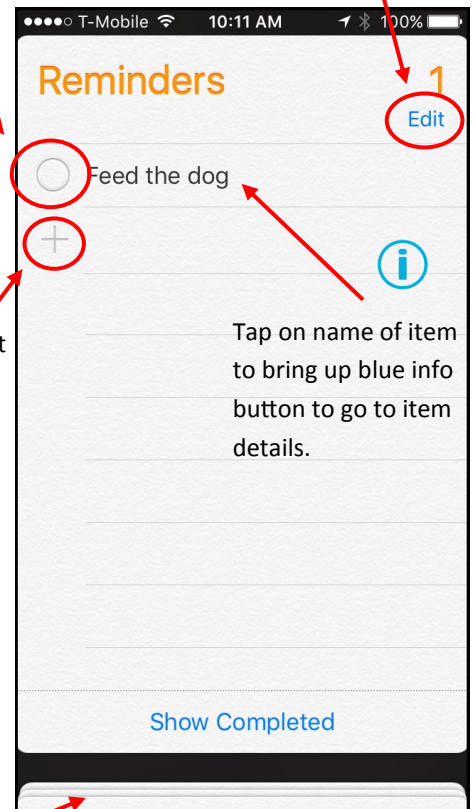


Tap on the name of a list to switch between different lists

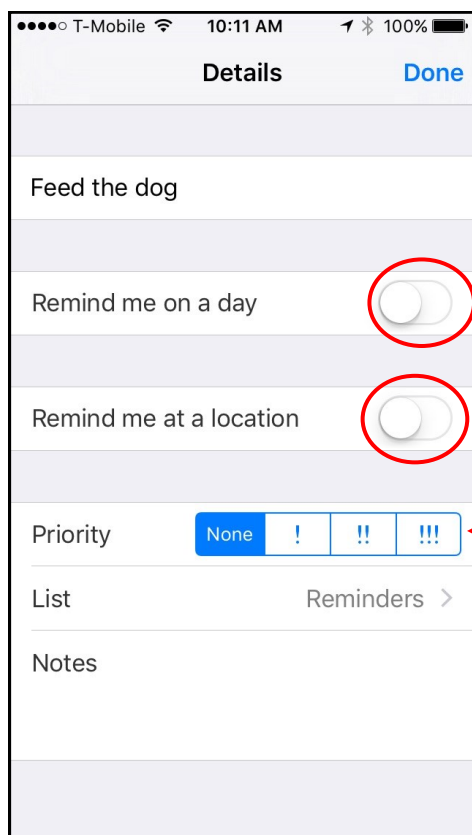
Tap and fill in circle when item is complete and done.

Add new item to list

Tap on **Edit** to share a reminder list with a friend or change the color.



Tap on bottom of page to back to main page of all lists



Tap to set a date or time for a reminder

Tap to set up a reminder based on a location

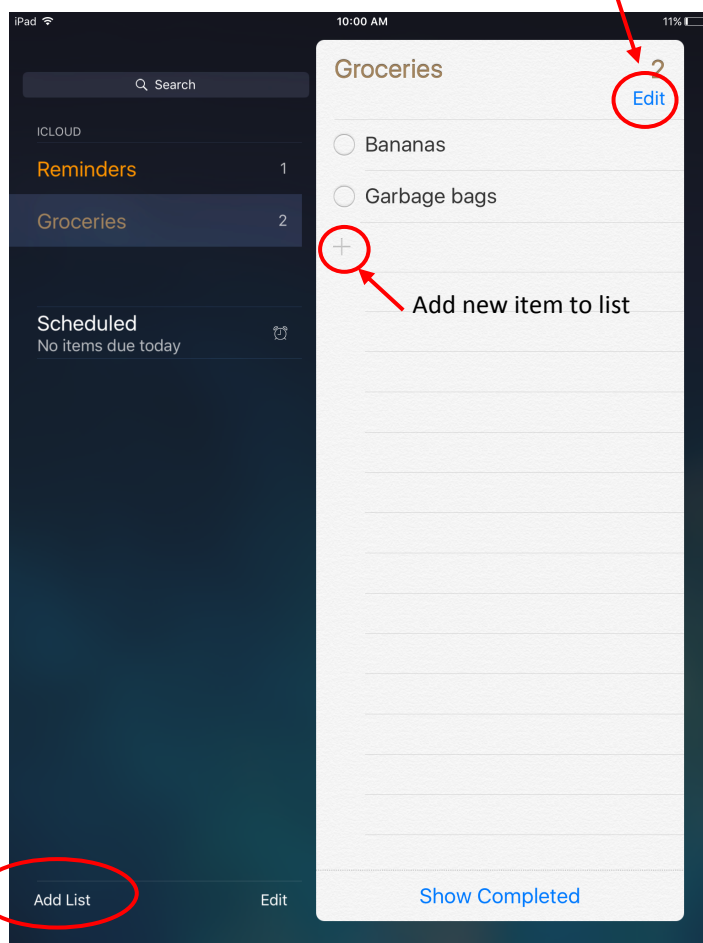
Set priorities for a reminder

Tap to move item to a different list

## iPad view of Reminders

Tap on whatever list you would like to access


Share a list or change its color



Add new item to list

Create new list


The Apple Reminders app allows you to create lists of reminders of your everyday events and tasks. You can share these lists with other iOS users. Reminders can be in a list form and can also be set with timed alarms and location settings. Learning how to use Reminders is a great way to keep organized using your iPhone or iPad!

- ◆ On an iPhone tap on the name of a **list** to go to the full list view or tap on the name of an individual list to go to that list's **details**. On the iPad simply tap on the name of a list on the left side of the page.
- ◆ Add a **new Reminder** to an individual list by tapping on a new **blank line** or on the **+** symbol.
- ◆ Go to the **Details** screen by tapping on the blue info button. 
- ◆ In the Details screen tap on **Remind me on a day** to set an alarm based on a day and/or a time.
- ◆ In the Details screen tap on **Remind me at a location** to set up an alarm that will go off when you reach a specific location. (For instance. You could set up a reminder to alert you when you arrive at your child's school to talk to their teacher about something.)
- ◆ In the **Details** screen you can also set a priority for a reminder. Higher priorities will set off more frequent alarms.
- ◆ In the Details screen you can tap on **List** to change what list an item appears on.
- ◆ You can also use **Siri**! Try saying something like, "Siri, add apples to my grocery list"
- ◆ To **share a list** with another iOS user go to an individual list. Tap on **Edit** in the upper right hand corner. Tap on **Sharing** and then **Add person...** Put in the contact info for who you would like to share your list with.
- ◆ In the **Edit** view you can also **change the color** of a list or go to the bottom and tap on **Delete List** if you would like to remove it.
- ◆ To remove an item from a Reminder list **swipe left** on the item and a **Delete** option should appear. A More box will also appear. This is another way to get to the Details screen.
- ◆ Tap on the **circle** next to an item when it is **complete**.

# A FEW MORE MAC IOS TRICKS!



## Mail App

- ♦ Open your Mail app and go to your **Mailboxes**
- ♦ In the **VIP** box tap on the blue info icon. 
- ♦ Tap on **Add VIP...** Choose the contact (or contacts) of your choice.
- ♦ When you get new emails or messages from your VIP you will get a notification on your home screen and a special alert sound.



## Messages App

- ♦ To send a **group message** separate the contacts with a comma.  
(847-945-xxxx, 312-656-xxxx, 773-342-xxxx)
- ♦ While in a message tap on **Details** in the upper right hand corner
- ♦ In Details pull the menu down to reveal the **Group Name** box. You can enter a name for your group here.
- ♦ In Details you can also hit **+Add Contact** to add someone to the group
- ♦ In Details you can also **Send My Current Location** which will send a text message with a map of your current location. You can also **Share My Location** in which you can send updates for a certain amount of time or all day.