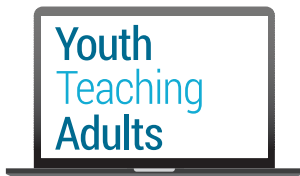
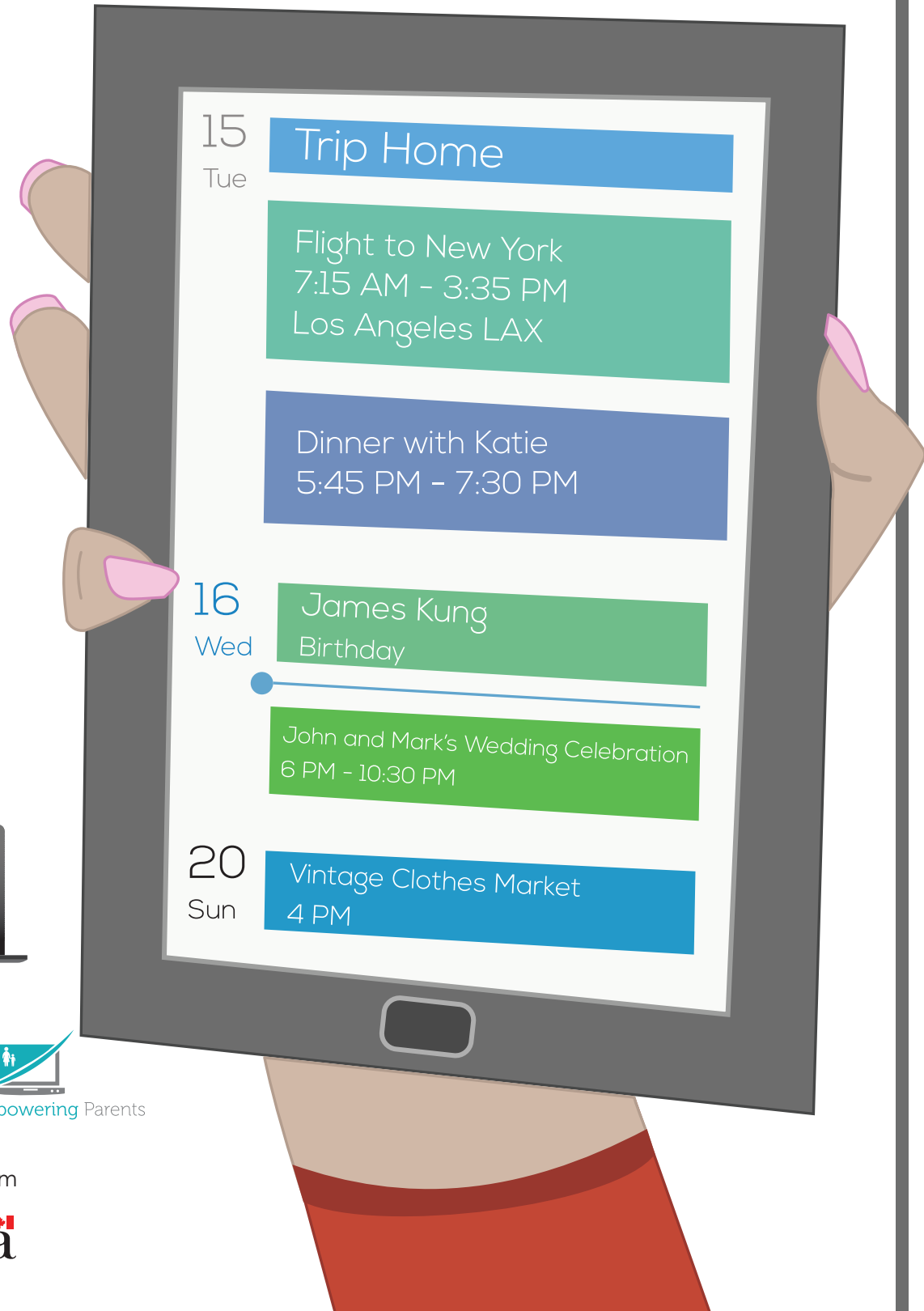




Calendar

The Calendar app is just like a paper calendar. You can use it to remind yourself about birthdays, meetings, and appointments.



Presented by



With funding from



Google Calendar

1

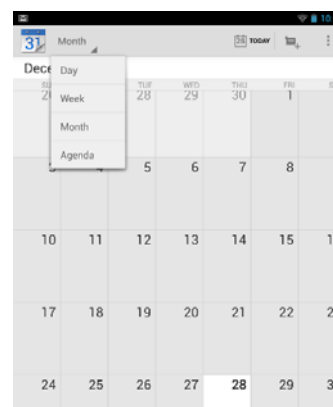
Find the Calendar app



- Ask your adult learner to open the App Store. Tell them to search for the **Google Calendar** app.
- Ask your adult learner to download **Google Calendar** to the device
- Then, ask your adult learner to open the app by tapping the open button.

2

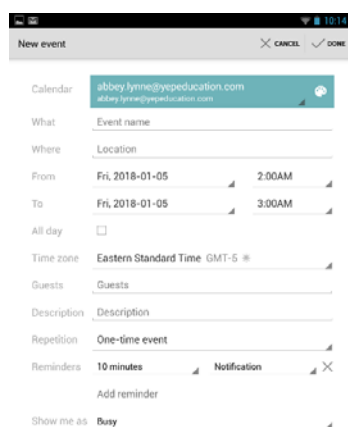
Add a Calendar event



- Show your adult learner how to switch between screens to show the day, week and month.
- Show your adult learner where the **create an event** button is. This button lets them make a new entry in the calendar.
- Explain to your adult learner that a calendar **event** is like writing something into a paper calendar. It could be a reminder for an appointment, or someone's birthday.

3

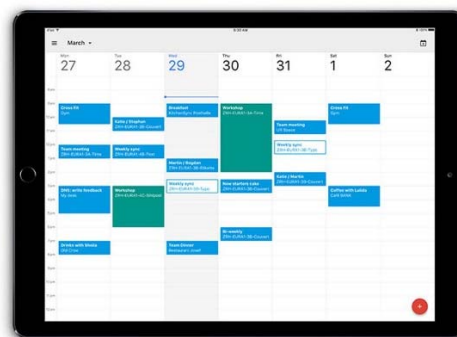
Fill in the event details



- Ask your adult learner to create an event
- Ask them to make a reminder for someone's birthday
- Ask them to add information to as many text boxes as they can

4

Practice



- Ask your adult learner to practice adding more events. For example, they could add:
 - ↳ An upcoming doctor's appointment
 - ↳ The next YTA workshop
 - ↳ Another birthday