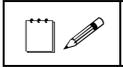


## Calendar on your iPad

Open your emails by tapping on the Calendar icon which appears at the top right of the screen.

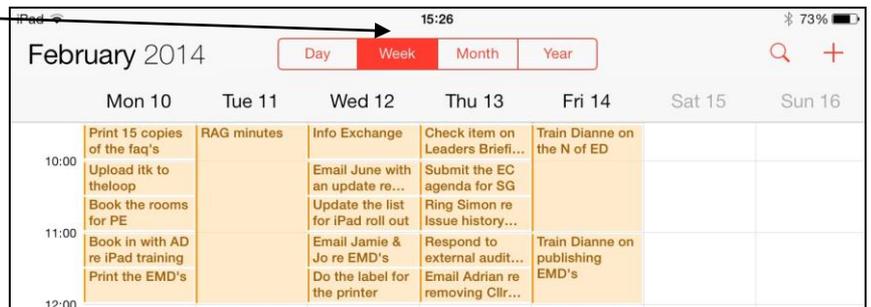
If you have not yet opened your calendar the number of unopened appointments will appear in the mail icon.



The calendar on your iPad will sync to the calendar on your computer

## Select your view

Tap to select the view you want



## Creating a new calendar appointment

To create a new calendar appointment tap on +

Type in the title

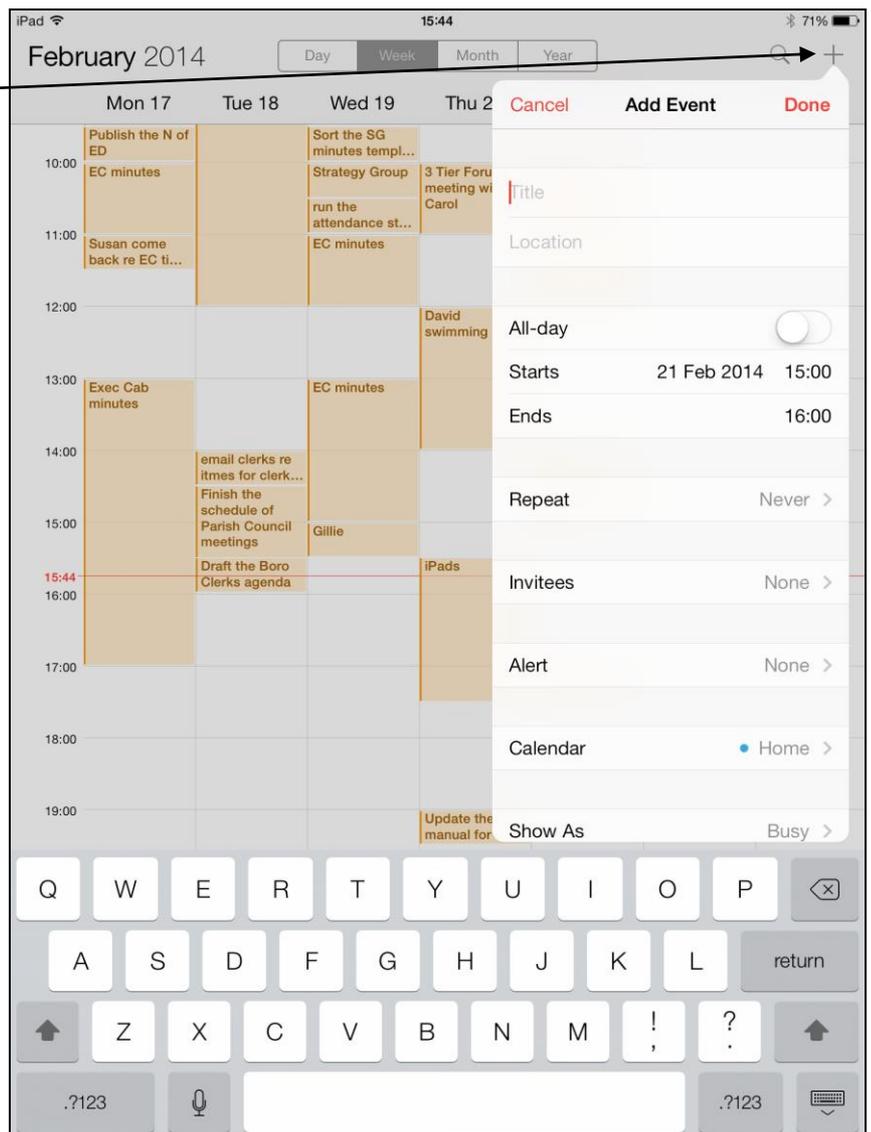
To change the date and time tap on them and swipe up and down

You can set the appointment to repeat

To invite people tap on None, then type the name of the person

You can set an alert if you wish

You can add notes and a url at the bottom



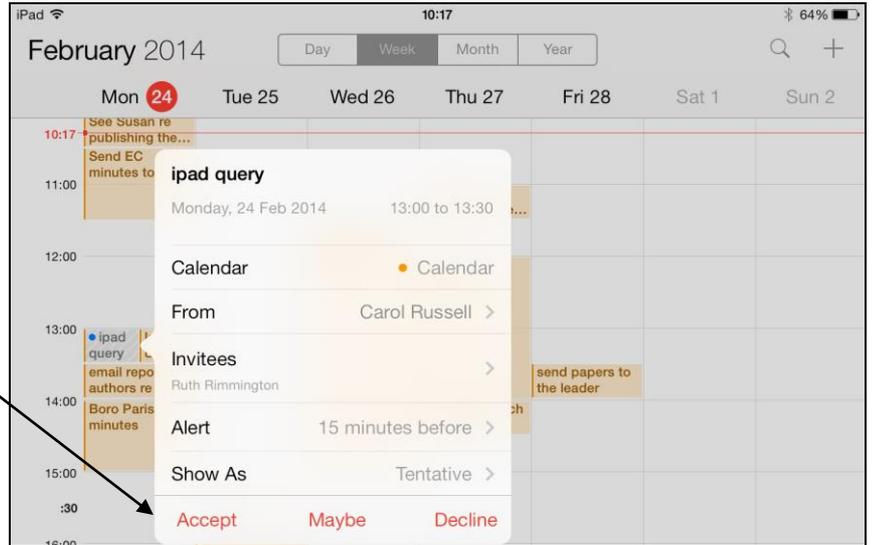
# Calendar on your iPad

## Dealing with meeting requests

When you are sent a meeting request you will have three options:

- Accept
- Maybe
- Decline

If you accept an appointment it will automatically be entered into your calendar



	<p>To delete a calendar event tap on it and then on edit. Swipe upwards and you will see in red <b>Delete Event</b></p>
	<p>To search for an event tap on the magnifying glass icon in the top right of the screen</p>
	<p>To get back to the home screen press the button in the bottom middle of the iPad</p>
	<p>The iPad will notify you, by means of a beep e.g. when you receive a new email. You may wish to turn the volume off for meetings. Tap on Settings, tap on Sounds. You can turn off the alerts for applications with the slider or for individual applications</p>

To ensure that appointments you create are backed up on the Chorley servers please check the Chorley Exchange Calendar is ticked in Settings

