



# Calendars, Lists, Notes

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# Calendars

- Why?
  - Organiser
  - Reminder
  - Sharing
  - Multi-functional (eg to do lists)
- Apple calendar – native to iphone
- Google calendar – can be used by all
- MS Outlook calendar – more business focused





# Google Calendar

- Can be used by all (Apple, Android, Windows)
- Easy to use
- Easy to share with others
- Includes to do list
  
- Need;
  - Google account
  - Laptop/PC (or be able to log into google on a browser – not just use the app)



# Google calendar

- DEMO
- Google calendar demonstrated during the meeting showing;
  - Events entry
  - Views (daily to monthly)
  - Sharing calendars
  - Searching for entries
  - To do lists and tasks



