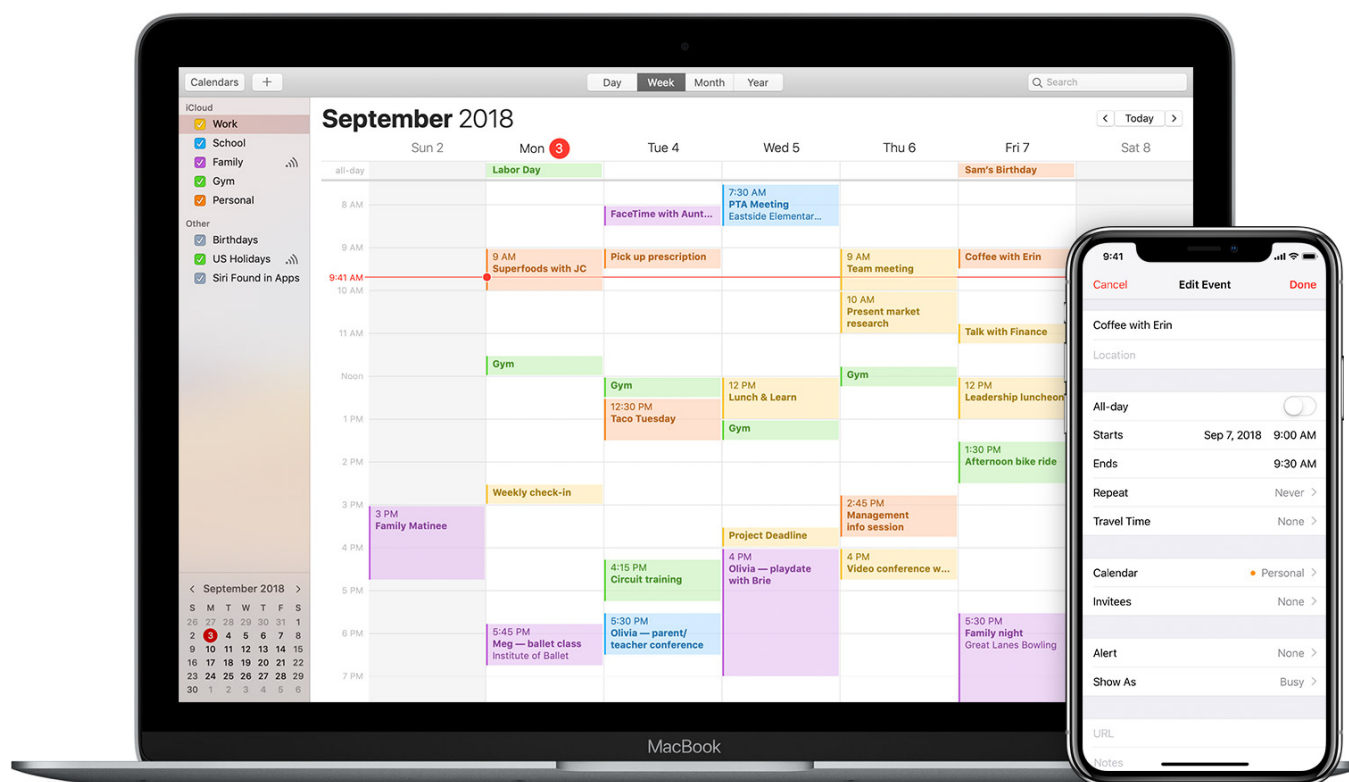


Keep Your Calendar Up To Date With iCloud



Keep your Calendar up to date with iCloud

With iCloud, you have your calendars in your pocket, at your wrist, and on your desktop. When you add an appointment, delete an event, or update your meeting, iCloud makes the changes everywhere.



Tuesday
12

Calendar will automatically show any accounts that you're signed in to with

your Apple ID. You can also add calendars or [calendar subscriptions](#) from [your email account](#), social media, and more, and they'll stay up to date across your devices. iCloud can help you manage your events and appointments so you're where you need to be, when you need to be there.

Get started

- Update your iPhone, iPad, and iPod touch to the [latest version of iOS](#), and your [Mac to the latest version of macOS](#).
 - Make sure you're [signed in to iCloud with the same Apple ID](#) on all of your devices.
-

Set your default calendar

When you create a new event, iCloud adds it to your default calendar. To make setting appointments easier, the calendar you use the most—probably for work or home—should be your default calendar. You can change your default calendar from your device or on [iCloud.com](#).


On your iPhone, iPad, or iPod touch:

1. Go to Settings > Calendar.
2. Tap Default Calendar.
3. Choose the calendar that you want to use as your default.

On your Mac:

1. Open Calendar (or iCal).
2. Click Calendar in the menu bar and choose Preferences.
3. In the General tab, choose the calendar that you want to use from the Default Calendar menu.

On iCloud.com:

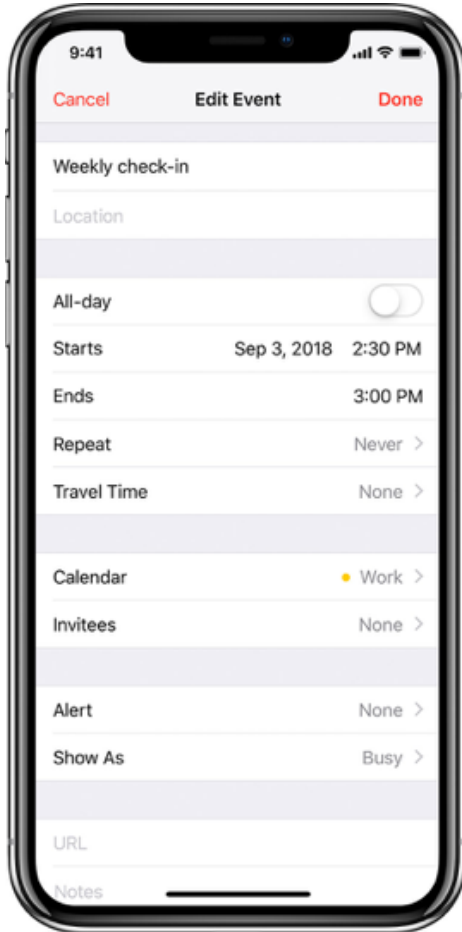
1. Go to Calendar >  > Preferences.
2. Choose the calendar that you want to use from the Defaults menu.
3. Click Save.



Manage your events

Whether you're [managing your schedule from your Mac](#) or setting appointments on the go, using your Calendar is simple. And any changes you make immediately appear on all of your Apple devices.

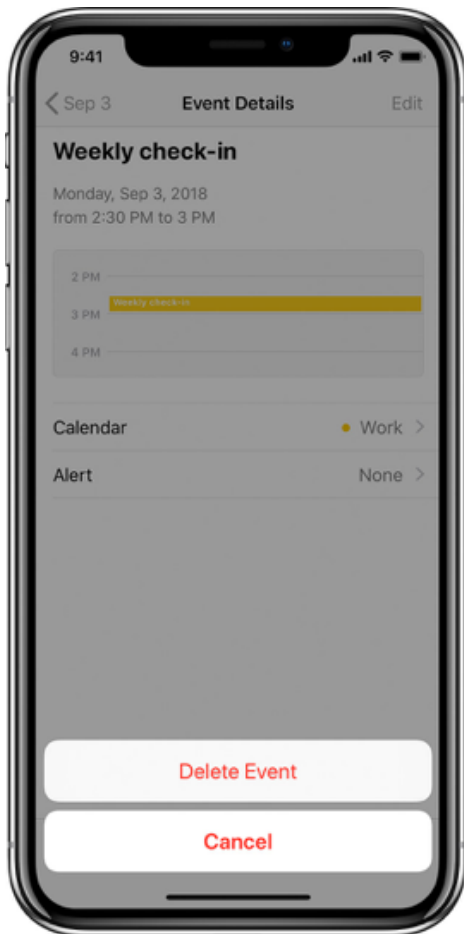
Change an event



1. Open Calendar.
2. Select the event you want to change.
3. Tap Edit.

Delete an event

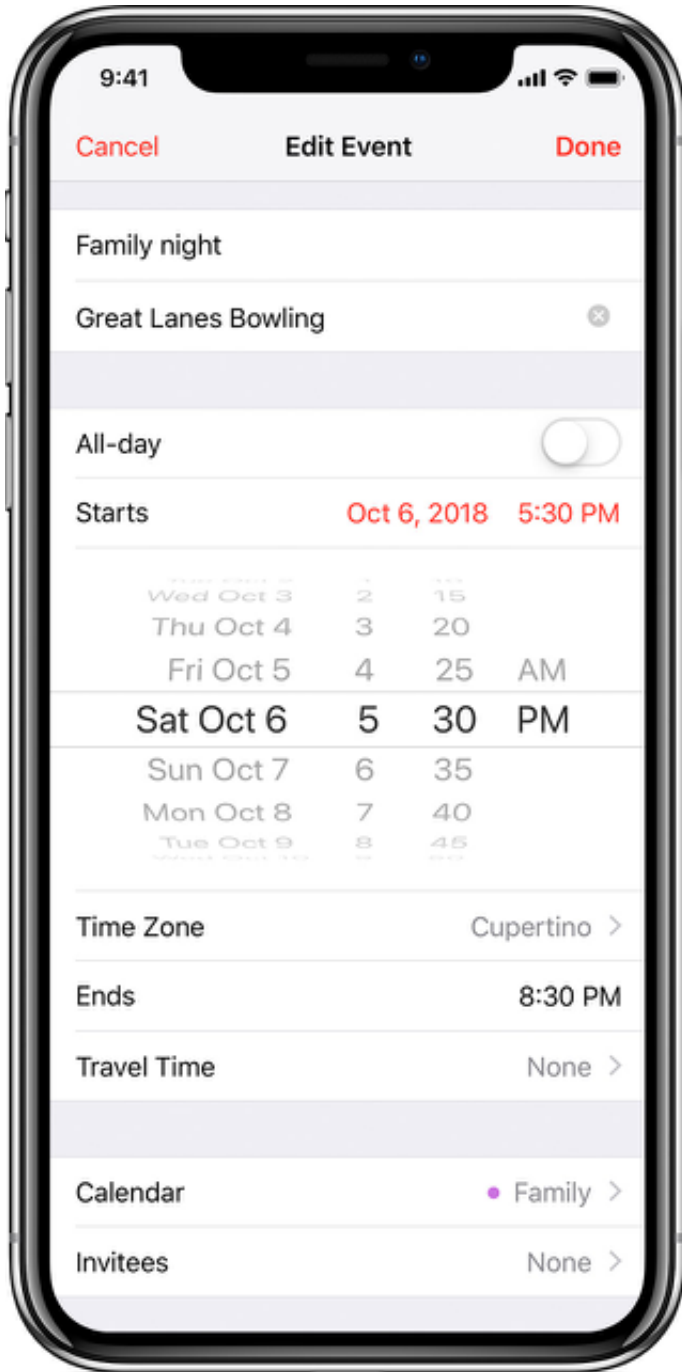
You can only delete events that you created. If you have an event on your Calendar that someone else invited you to, you can tap Decline and remove the event. If you want to remove an event on a [subscribed calendar](#), you might need to go to the subscription source—for example, decline an event on Facebook—for it to delete from your iCloud Calendar.



1. Open Calendar.
2. Select the event you want to delete.
3. Tap Delete Event.

Share calendars with your family

iCloud makes it easy to keep track of everyone's active schedule. When you set up [Family Sharing](#), it creates a family calendar where everyone can see and add appointments, and they can also get an alert when something changes. After your family members join your group, the family calendar instantly shows up on everyone's devices.





If you don't want to share the family calendar, you can unsubscribe from it directly on your device, or on [iCloud.com](https://www.icloud.com), and remain in the Family Sharing group.

Change your time zone

Your device automatically updates your Calendar and appointments to reflect the time zone you're currently in. So if you travel from San Francisco to New York, your 1:00 p.m. alert will now go off at 4:00 p.m. If you don't want the time zone to update automatically, you can change the Calendar settings on your device.

On your iPhone, iPad, and iPod touch:

1. Go to Settings > Calendar.
2. Tap Time Zone Override.
3. Slide to turn on Time Zone Override.
4. Tap Time Zone and search for the time zone you want to use.

On your Mac:

1. Open the Calendar app.
2. Click Calendar in the menu bar and choose Preferences.
3. Go to the Advanced tab.
4. Check Turn on time zone support.

Learn more

- [Get help using iCloud Calendar.](#)
- [Follow these steps](#) if you see duplicate calendars or events on your iCloud Calendar.
- You can also [get help using Outlook with iCloud for Windows.](#)