

The Digital Guide's Fact Sheet

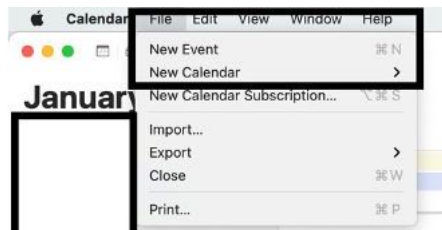
Setting Up iCalendar on Desktop / Laptop

Setting your calendar up on your desktop/laptop

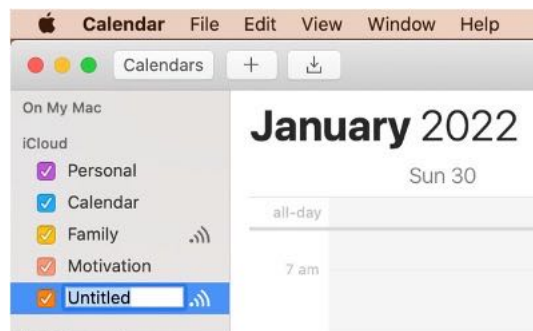
Apple iCal set up

Here's what you need to do to set your calendars up if you use Apple iCal (this set up is only for those using Apple iCal. If you'd like to connect your Google or Microsoft calendar, go to the section on Google calendars or Microsoft calendars, below).

1. Open your calendar app on your desktop or laptop.
2. In your drop-down menu under 'File' go to 'New Calendar'.



3. If you are connected to iCloud, select 'iCloud', otherwise choose 'On My Mac'.
4. Your new calendar will appear on the left-hand side (see the image below, it is showing as 'untitled'). Type the name of your new calendar.



5. Choose the colour you'd like for the calendar. To do this 'right click' on the calendar. You'll see the colour options displayed; you can also choose from a custom colour.

