

Technology Support Class Summary

Wednesday, December 1st

IPHONE

Remind Yourself

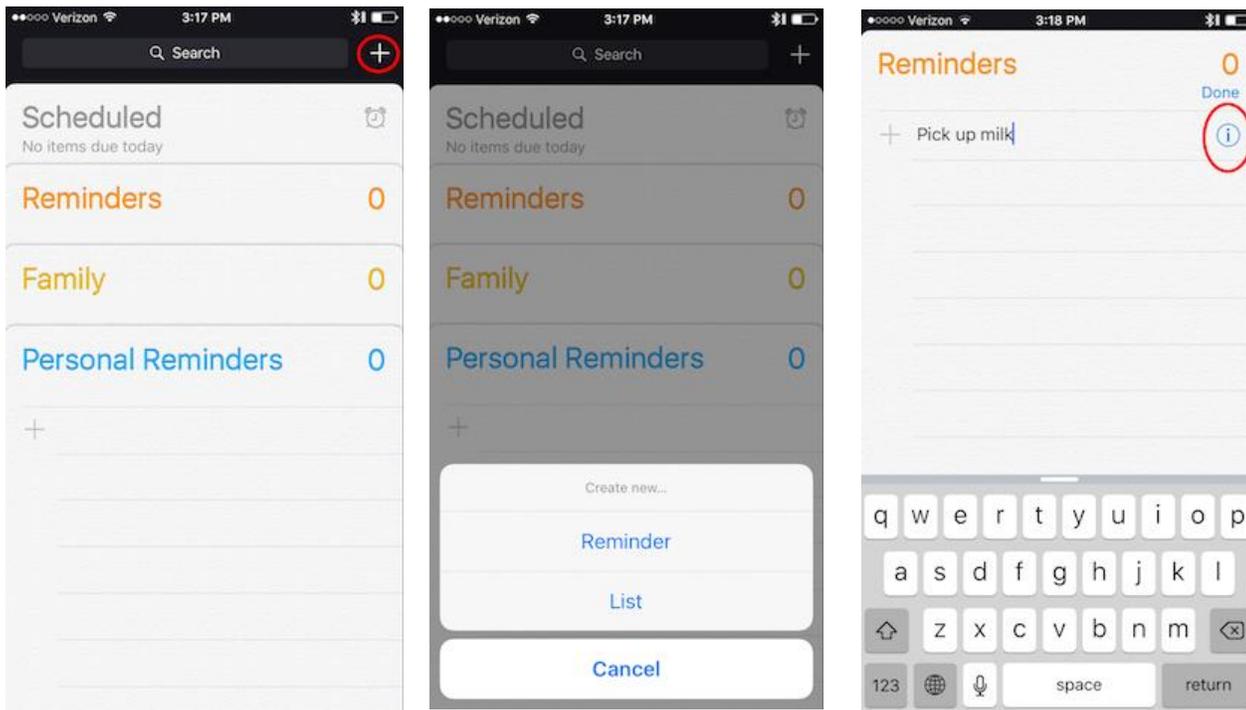
Reminders is an extremely easy to use and versatile app you can use for almost every situation where your memory needs a little assist. Not only can it remind you when to do something, it can remind you were to do something as well. Say for instance you are visiting a friend who asks you to share some information you have in a book at home. You can create a reminder that will alert you to do that. As you near home, you'll get an alert reminding you to look up the information for your friend. Or say you like to save money with coupons, but you always seem to forget about them when you get to the store. You can set up a reminder to prompt you. When you pull into the parking lot of the store, there's the alert telling you to remember your coupon.

1. Open the Settings app
2. then tap [your name]
3. iCloud
4. Turn on Reminders (you want there to be green. If it is grey, that means it's off)

How to Use the Reminders App

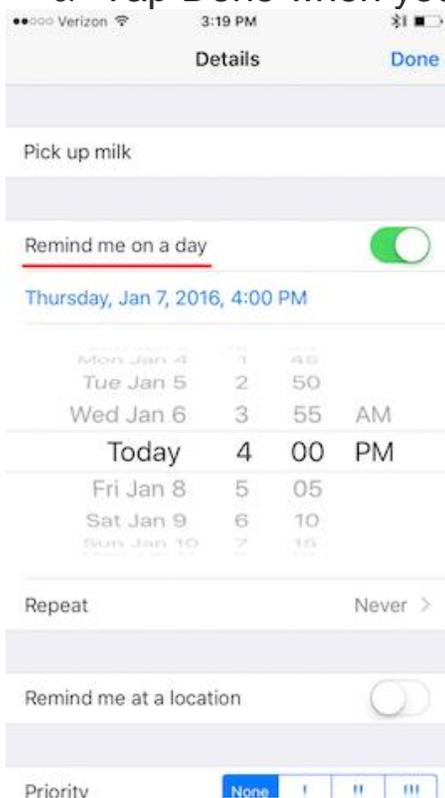
Inside the Reminders app, you'll see all of your reminders on all of your Apple devices that are signed in to the same Apple ID.

1. Open the Reminders app.
2. Select a list or create a new one by tapping the + in the upper right corner.
3. Within the correct list, tap on an empty line to create a reminder.
4. Your keyboard will pop up. Type your reminder.
5. Once you have typed in your Reminder, tap Done.
6. Or if you'd like to edit the time or date of the Reminder alert, keep reading.



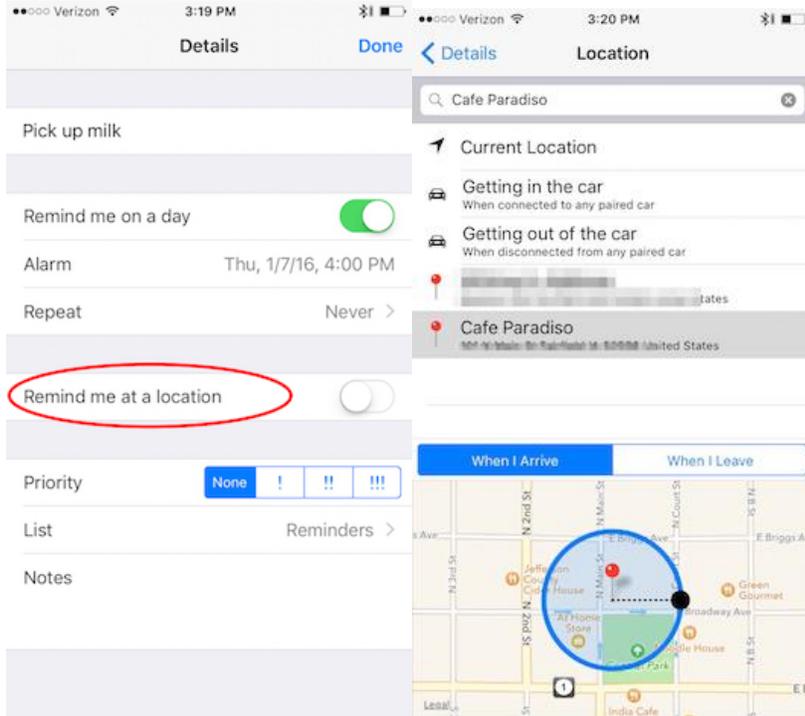
How to Set Up a Due Date Reminder and Repeating Alert Due Date Reminder on iPhone and iPad

1. Tap the blue "i" in a circle to set specifics for the reminder.
2. Turn on "Remind me on a day" then tap on Alarm to set a day and time for your reminder.
3. Tap Done when you are finished.



How to Add a Location-Based Alert in Reminders iPhone and iPad

1. You can also have a reminder pop up when you leave or arrive somewhere.
2. Turn on "Remind me at a location" and then either tap on your current location, which should come up automatically or type in a location in the search field at the top of your screen.
3. Then choose to be reminded when you arrive at that location or when you leave that location.



4. Once you've completed your reminder, you can tick it off by tapping the circle next to it.
5. To delete the reminder completely, swipe left on the reminder and tap Delete.

