



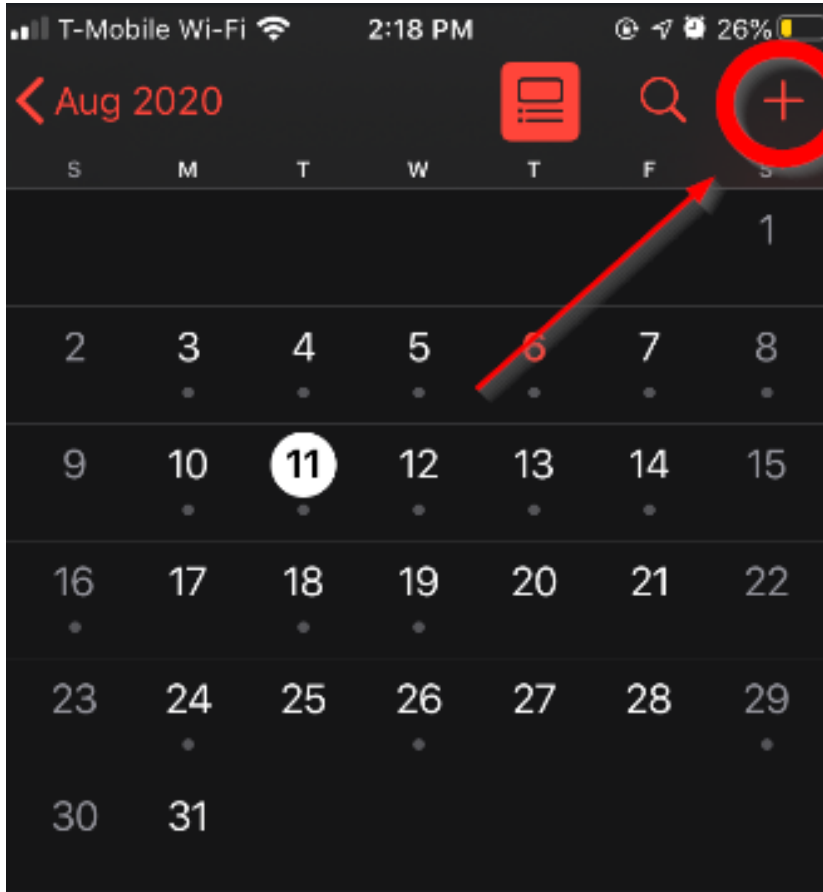
## Candoo How To Create a Calendar Event for iPhones and iPads

**To print this guide, go to "File" and click "Print".**

**Step 1** From the home screen open the Calendar app.



**Step 2** Select the date you want to add an event to and then hit the + icon at the top right of the screen.

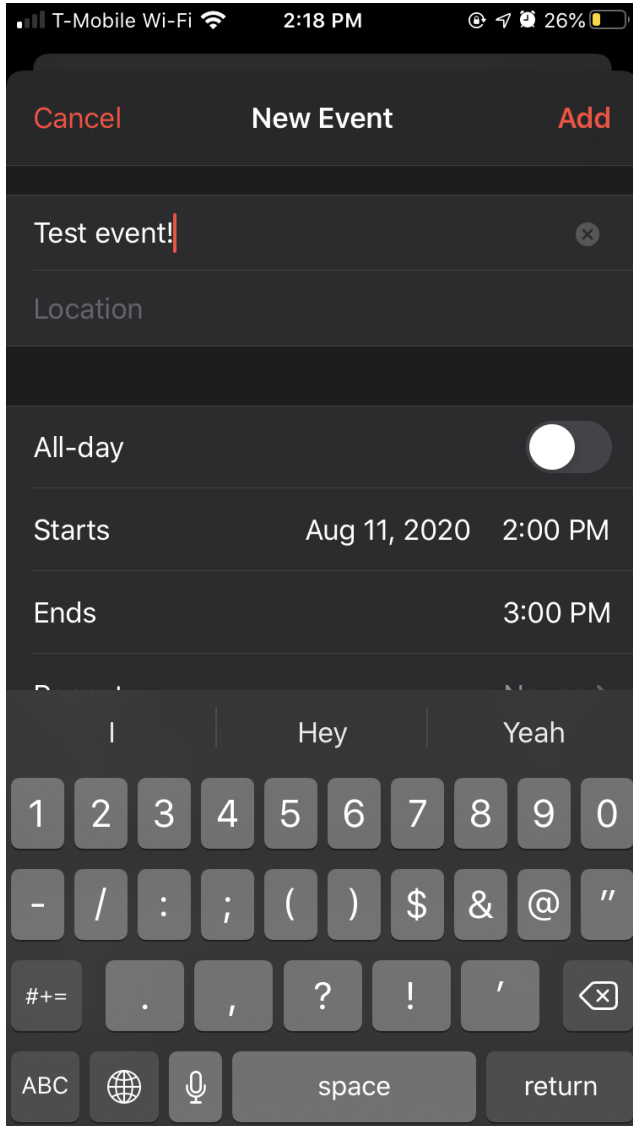




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**Step 3** The New Event page will open and you can add a name for your event.



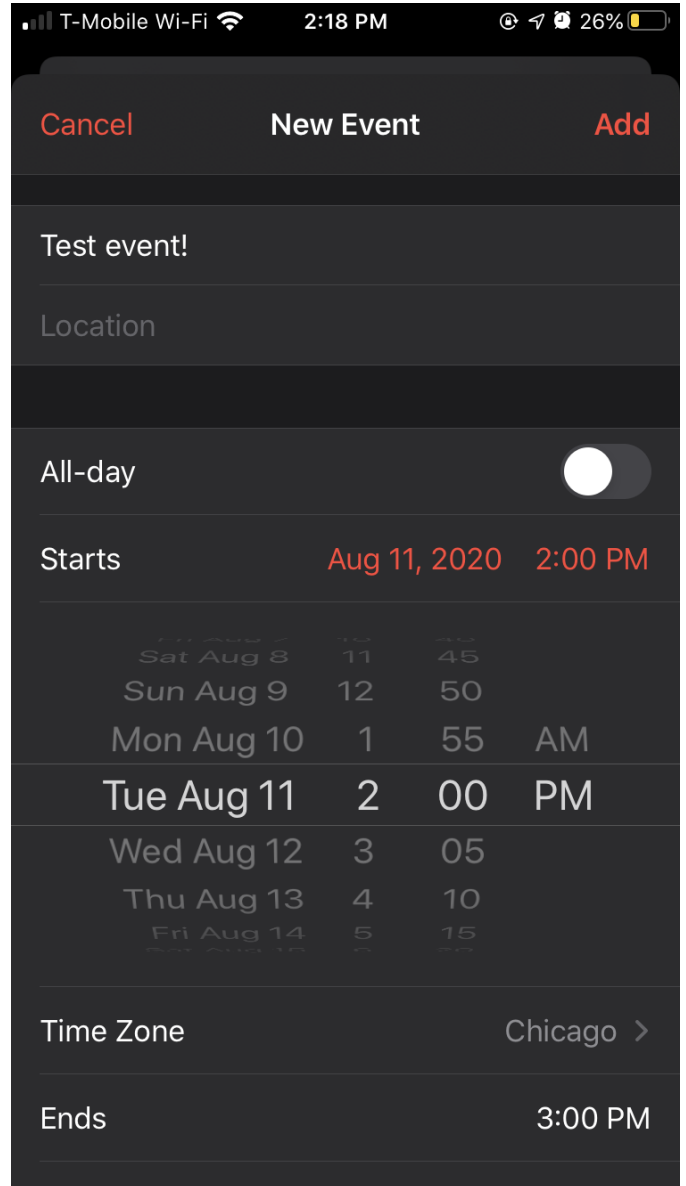
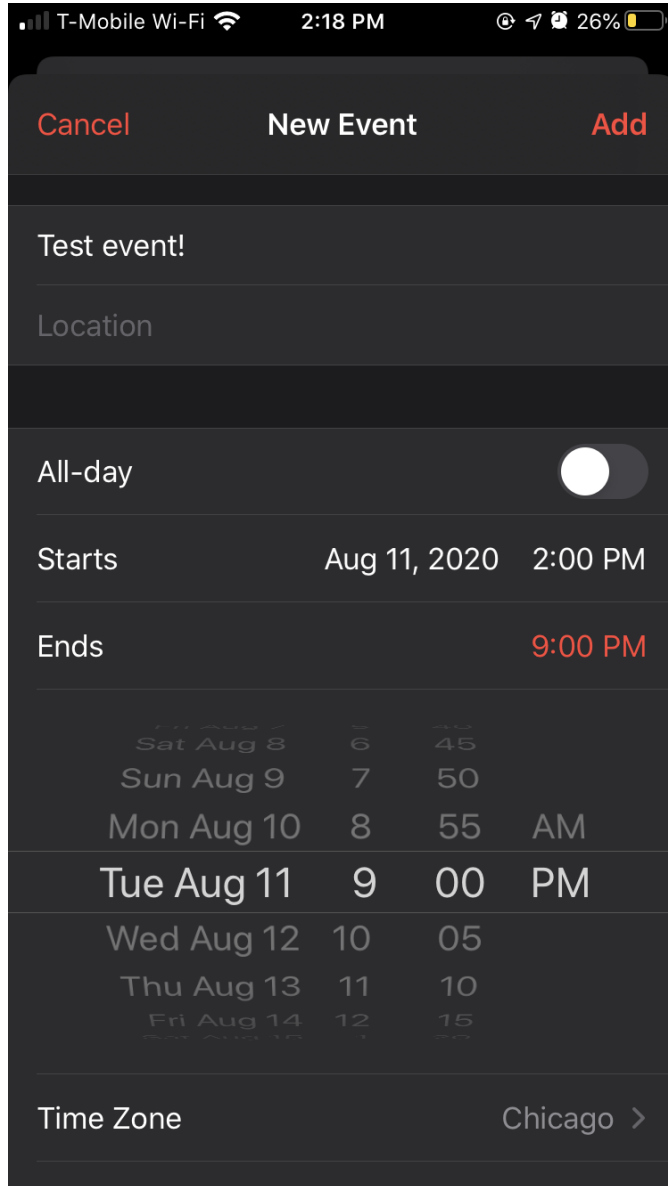


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**Step 4** Add your start and end times. You can move the date, and time like a rolodex!



**Step 5** Finally, hit the Add button on the top right of the screen, and you are done! You should be able to see your event in the month view for that date.

