

Apple iPhone and iPad

Creating and Managing Calendar Appointments using Siri



Did you know that Siri can create, amend and cancel calendar appointments? Well, it most definitely can! Siri can also inform you of what is on your calendar for a given date and time!

Note 1: In order to use Siri to create and manage calendar appointments, it is necessary to have a good internet connection.

Creating a Calendar Appointment using Siri

1. Press and hold down the HOME button, or the Side button on devices without a Home button. Upon doing this, Siri will be activated. Alternatively, if you have Hey Siri enabled, you can simply say "Hey Siri".
2. Tell Siri what you want to schedule, including date and time, along with a name if applicable. For example, say "Schedule Meeting with Gary Eady. Upon doing this, Siri will ask "What date and time is your appointment".
3. Say the date and time. For example "Tomorrow at 3pm". Upon doing this, Siri will say "Your meeting is with Gary Eady tomorrow between 3pm and 4pm. Ready to schedule it?".
4. At this stage, you can say a number of things:
 - If you would like to schedule the meeting, say "Yes". Siri will add the meeting to your calendar and inform you of the subject and start time.
 - If you would like to change the start time, say "Change Time". Siri will then ask you for a new start time.
 - If you would like to change the meeting subject, say "Change Subject". Siri will then ask you for the new subject.
 - If you would like to cancel the meeting, say "Cancel". Siri will discard the meeting.

Note 2: The duration of an appointment is usually 1 hour. It may be that on your device, the appointment duration is different. Don't worry too much about this!

updating calendar Appointments using Siri

Sometimes you'll need to make adjustments to your scheduled appointments because of last-minute changes. We get it, stuff happens, and it's often a very common thing. Siri can help you make changes to your appointments, and it's super easy!

1. Press and hold down the HOME button, or the Side button on devices without a Home button. Upon doing this, Siri will be activated. Alternatively, if you have Hey Siri enabled, you can simply say "Hey Siri".
2. Tell Siri that you want to move or reschedule an event. For example, "Move my 12pm meeting with Gary Eady tomorrow" or "Reschedule my doctor's appointment to next Tuesday."
3. If you have multiple events scheduled for a given day, Siri will ask you to confirm the event you want to update. If it's a recurring event, Siri will ask if you want to modify just that event or all future events.
4. Tell Siri which details need to be modified. For example, you can say "Move my 12pm meeting tomorrow with Gary Eady to Thursday at 10am".
5. Once you tell Siri a new time and date for an appointment, it will ask you to confirm the change. Simply say "Yes" and it will be updated in your calendar!

Cancelling Calendar Appointments using Siri

If you no longer need to have an appointment on your calendar, just cancel it completely. Siri is happy to assist with that as well.

1. Press and hold down the HOME button, or the Side button on devices without a Home button. Upon doing this, Siri will be activated. Alternatively, if you have Hey Siri enabled, you can simply say "Hey Siri".
2. Tell Siri which event you want to cancel. For example, you can say "Cancel my appointment with Gary Eady on Thursday".
3. If you had multiple appointments with someone, Siri will ask you to confirm the specific one that you want to cancel.
4. Finally, Siri will ask you to confirm the cancellation. Simply say "Yes" and the appointment will be removed from your calendar!

Checking Calendar Appointments using Siri

Sometimes we are just extremely busy and forget what is on our calendars. Don't worry, you can just ask Siri if there is anything scheduled on a particular day.

1. Press and hold down the HOME button, or the Side button on devices without a Home button. Upon doing this, Siri will be activated. Alternatively, if you have Hey Siri enabled, you can simply say "Hey Siri".
2. Say, for example, "What's my schedule for today?" or "What's on my calendar for Saturday?" or "What's on my calendar for the 5th of May "?
3. After you specify a date for Siri to check, it will tell you if there is anything scheduled, as well as display and read what they are.

Although there are a few other things you can ask Siri to do when creating and managing calendar appointments, the above information should be sufficient to get you going!

If you require further information regarding creating and managing calendar appointments using Siri, contact the author, Gary Eady, using the following email address:

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