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: The instructions given in this document have been designed using an iPhone 13 Pro and version 26.2 of the iOS Operating System. If you are using an earlier version of iOS, you may find some minor differences!

Creating a Calendar Appointment using Siri

To create a calendar appointment using Siri, follow these steps:

Note 2: In order to use Siri to create and manage calendar appointments, it is necessary to have a good internet connection.

1.   Press and hold down the Side Button. Upon doing this, Siri will be activated. Alternatively, if you have Hey Siri enabled, you can simply say "Hey Siri".

Note 3: If your device is an SE model, you can press and hold down the Home Button instead to activate Siri.

2.   Tell Siri what you want to schedule, along with a name if applicable. For example, say "Schedule Meeting with Gary Eady. Upon doing this, Siri will ask "What's the name of the new event".

3. Say the name of the event. For example "Update Apple iPhone handouts". Upon doing this, Siri will say "What date and time is your appointment?".

4. Say the date and time. For example "Tomorrow at 6pm". Upon doing this, Siri will say "update Apple iPhone handouts with Gary Eady is scheduled between 18 hundred and 19 hundred hours tomorrow" and the appointment will be added to your calendar.

Note 4: 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!

That's it, you've successfully scheduled a meeting using Siri.

Amending 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!

To amend a calendar appointment using Siri, follow these steps:

1. Press and hold down the Side 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 6pm meeting with Gary Eady tomorrow to 10am".

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.

3.   Once you tell Siri a new time and date for an appointment, it will be done straightaway and Siri will inform you that the change has been made.

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.

To cancel an appointment using Siri, follow these steps:

1.   Press and hold down the Side 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, "Cancel my appointment with Gary Eady on Thursday".

If you had multiple appointments with someone, Siri will ask you to confirm the specific one that you want to cancel.

3.   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 Side 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.

Note 5: Siri can be a little frustrating when trying to find out what is on your calendar for a given date. Quite often, it will inform you that it can't find anything, or something went wrong. Hopefully, as AI becomes more embedded into the iOS operating system, things will improve significantly.

Although there are a few other things you can ask Siri to do when creating and managing calendar appointments, the information provided in this document 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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