Chapter 15

Managing Your Calendar

The BlackBerry Calendar app is both intuitive and powerful. In this chapter, we will show you how to add events, schedule individual and recurring appointments, accept meeting invitations, search, as well as utilize all the other features of your Calendar app.

Organizing Your Life with Your Calendar

For many of us, our calendar is our lifeline. Where do I need to be? With whom am I meeting? When do the kids need to be picked up? When is Martin’s birthday? The calendar can tell us all these things and more.

The Calendar app on the BlackBerry is simple to use, but it also contains some very sophisticated options for the power user.

Sync Your Computer Calendar with Your BlackBerry

You can also mass load or sync your computer’s calendar with your BlackBerry Calendar app.

If your BlackBerry is tied to a BlackBerry Enterprise Server, the synchronization is wireless and automatic. Otherwise, you will use either a USB cable or Bluetooth wireless to connect your BlackBerry to your computer to keep it up to date. If you use a Windows PC, see page 67; if you use an Apple Mac computer, see page 125.

If you use Google Calendar, you can receive wireless and automatic updates to your BlackBerry Calendar app using Google Sync. Learn how on page 311.
Adding Calendar Shortcut Keys and Hotkeys

We have put many of the hotkeys and shortcuts in the beginning of the book both for easy access and to keep them all together. Please go to page 169 to see the complete list of the Calendar app’s hotkeys.

Switching Views and Days in the Calendar

The calendar is where you look to see how your life will unfold over the next few hours, days, or weeks (see Figures 15-1 and 15-2). It is quite easy to change the view if you need to see more or less time in the Calendar screen.

![Day View](image1)

![Week View](image2)

![Month View](image3)

![Agenda View](image4)

**Figure 15-1. Day and week view in the Calendar app**

**Figure 15-2. Month and agenda view in the Calendar app**

Option #1: Using the Trackpad (Fastest way)

Follow these steps to change day you’re viewing in the Calendar app with the Trackpad: