

Add Events to the Windows 10 Calendar

To add an event to your Calendar app, follow these steps:

1. Click the Calendar tile on the Start menu.

The Calendar appears.

If you're in the Mail app, you can also click the Calendar app's icon in the Mail app's lower-left corner.

2. Click the words New Event from the Calendar app's top-left corner.

A blank event template appears, ready for you to fill in the time and place, as well as to invite people.

3. Fill out the Details form.

The biggest challenge comes with the Calendar field, an option available only if you've entered more than one email account into your Mail app. Which email *account* should receive the new calendar appointment?

Again, the answer depends on your phone. Choose Gmail to send appointments to Gmail's calendar, where they appear on your Android phone.

Or, you can choose your Microsoft account. You can then download and install the Outlook app, available on both Android and iPhones. The Outlook app can sync the Windows 10 Calendar app's appointments with your phone.

4. Click the Save & Close button.

The Calendar app adds your new appointment to the Windows Calendar, as well as to whichever account you chose in Step 3.

To edit or delete an appointment, open it from the calendar. Click the Delete button from the top menu. To edit it, open it from the calendar, make your changes, and save your changes by clicking the Save & Close button.