

MAC LESSON #79

iCAL REMINDER TRICKS

If you use iCal to manage your every day personal or business life, calendar event reminders are a blessing. For example, you can set iCal to send you a reminder e-mail the day before a scheduled event you entered in iCal. Here's how.

First, double-click on a time slot on an iCal page and type the contents of that appointment. Next, in the window at the right of the iCal page, click on the word "None" that appears next to the word "alarm" and click on Email.

Now click on "minutes before" and click on "days before." Then click on the number 15 to the left of "days before" and type the number 1 and press the RETURN key.

To add the 2nd alarm, click on "alarm" and then click on Add Alarm. Now click on "none" and select Message. The default setting is 15 minutes before the event. To get even more creative, select Message with sound and pick a unique sound from the available list by clicking on the default sound, Basso.

Now you'll receive an e-mail 1 day before that calendared event, and a reminder message, with or without sound, 15 minutes before the event.

If you miss this event now, shame on you.

