

# Using the iOS Calendar App with your Exchange Account

You cannot set up sync between your iCloud calendars and your Exchange calendar, but this doesn't mean you can't use your Calendar App built into your iPhone/iPad to **view and update** your Exchange (Outlook) Washington University calendar!

First, you need to set up your device to sync with your Exchange account.

[Go here to see instructions on setting up your iOS device.](#) Be sure that you enable Calendar syncing as shown in the instructions.

## Check that you have the Exchange Calendar on your iPhone/iPad

**Step 1:** Double-check that you have calendar syncing:

**Settings** → **Mail, Contacts, Calendars** → **Exchange** (or whatever you have named your WashU account). You should see Calendars enabled, as shown to the right.



If you don't see Calendars here at all, you will need to delete and add your Wash U Exchange account again. [Go here to see instructions on deleting your account and setting up again,](#) and be sure to enable Calendars as your final step.

**Step 2:** Open your Calendar.



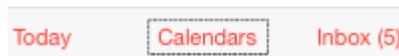
You should see your Outlook events, together with any other calendar events you have linked to your Calendar app.

**Step 3:** Check to see which calendars are being displayed in your Calendar app.

Your Calendar app allows you to view and update events from several different calendars. Think of the Calendar app as a calendar aggregator. The different calendars are color-coded. So an event added to your Outlook/Exchange calendar will be a different color than one added through your iCloud calendar. *When you add an event on your Calendar app, you need to be aware of which particular calendar you are adding it to.*

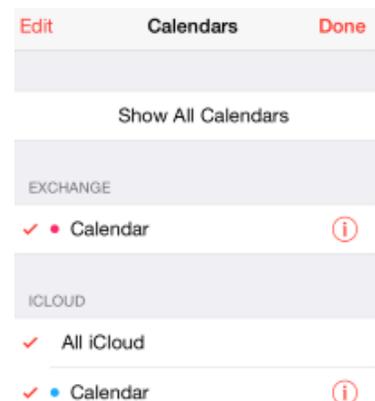
To see the calendars you are viewing on your Calendar App:

- Open your iOS Calendar.
- Select Calendars at the bottom of the screen.



You will see all calendars displayed in your Calendar App, organized by account. There is a check mark next to calendars displayed. You can uncheck to hide events from particular calendars. You will see your Exchange calendar (under Exchange account, unless you changed the account description when you added the account), along with the colored dot next to its name indicating the color coding for those events.

- Click Done to go back to the Calendar app.



# Adding an Event to your Exchange Calendar

Step 1: Open Calendar app.



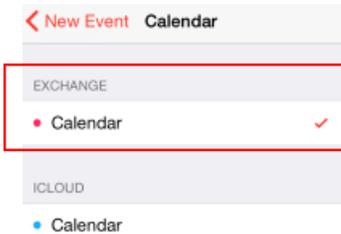
Step 2: Select day on Calendar (optional)

Step 3: Click + sign.



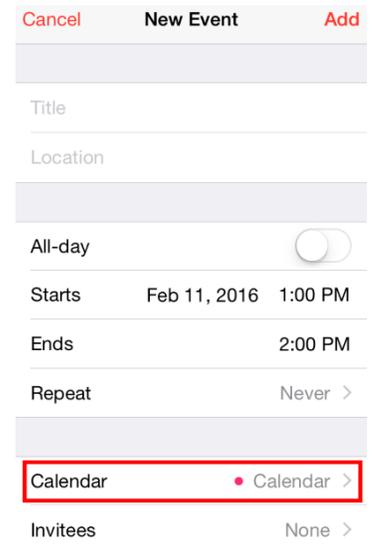
Step 4: Enter event details (title, location, time, repetition, etc.)

Step 5: Here is the important part!



Click Calendar. *Make sure you are adding the event to Exchange calendar.*

You should see a check mark next to the calendar under Exchange. If not, select your Exchange calendar.



your

Step 6: Click left arrow to go back to your event details.

Step 7: Click Add.

You can double-check to ensure that your event is appearing on your Outlook calendar. The event may take some time to show up on other devices (depending upon connection and sync time).

## Making the Exchange Calendar Your Default (Optional)

You may want to set your Exchange (WashU) calendar to be your default calendar, so that an event added on your iPhone/iPad is added to your Outlook calendar by default (so you can skip Step 5 above, calendar selection). If so, be aware that when you add an event on your phone, it will show up on your Outlook calendar unless you switch the event to a personal calendar (do step 5, but select a personal calendar).

To set Exchange as your default calendar:

Step 1: Settings



Step 2: Mail, Contacts, Calendars



Step 3: Scroll to the very bottom of this page and select Default Calendar



Step 4: Select your Exchange (Outlook/WashU) calendar