MyCalendar
How-to Guide
Welcome to MyCalendar.

Thank you for choosing GreatCall’s MyCalendar service. MyCalendar makes it easy for you to enter your appointments and events online at mygreatcall.com. Or, simply press the button on your Jitterbug® to reach one of our friendly GreatCall® operators, who can manage and update your calendar for you.¹

This guide provides some useful tips to help you get started using MyCalendar:

• Adding an event to your calendar
• Viewing an event on your Jitterbug
• Editing and deleting an event

If you have any questions about your new MyCalendar service, you can email a GreatCall customer service representative at customerservice@greatcall.com or call 1-888-767-6288.

MyCalendar will ensure you never have to worry about missing important dates or appointments, so you can spend more time focusing on the things that matter most to you.

Sincerely,

Your Friends at GreatCall
Adding an event to your calendar

There are two easy ways to add a new event to your calendar: online or by phone.

Online: Log in to your personal account at mygreatcall.com.

After logging in to mygreatcall.com, click on “My Apps” tab. Under services, click on the “MyCalendar” icon.

To add an event, click on the “Add” button at the top right of your calendar, or click on the day you would like to add an event. You will see a small box appear on your screen with seven steps to add an event:

1. **Subject**: Click on the “Subject” box to enter a brief description of the event. There is a limit of 24 characters.

2. **Date**: The “Date” box shows the date that you selected to schedule the event. To change the date, click on the box and a small calendar will appear on your screen, as shown in Figure 1 below. Click on the day that you would like to schedule the event and the date will be updated.

3. **Start Time**: This box shows the “Start Time” of the event. To change the time, click the button and select the time you want to schedule your event.

4. **Duration**: The “Duration” box shows the length of the event. To change the time, move the square-shaped cursor labeled hour and minute to the right or left to select the time you want to schedule your event.

5. **Repeats**: If you are scheduling a recurring event, such as a weekly appointment, the “Repeats” box allows you to select the frequency of the event. You can select between Daily, Weekly, Monthly or Yearly events by clicking the button. This will ensure that all future occurrences of this event are automatically added to your calendar. If you are scheduling a one-time event, select “One-time event.”

6. **Remind Me**: The “Remind Me” box allows you to set a reminder for the scheduled event. Your Jitterbug J will remind you with an alert sound. To change the alert time, click the button and select how long before the event you would like to be notified.

7. **Description**: Click on the description box to enter any additional details about the event, as shown in Figure 2 on the following page.

When you are finished with these seven steps, be sure to click the “add” button in the bottom right corner of the screen, or your information will be lost.
4. **Duration:** How long will the event last: all day, 30 minutes, 1 hour, 2 hours or 4 hours?

5. **Repeating Events:** Is this a recurring event? If so, how often does it repeat: daily, weekly, monthly or yearly?

6. **Reminders:** Would you like to be reminded about your event? If so, how long before the event would you like to be notified: 10 minutes, 30 minutes, 1 hour, 2 hours, 24 hours or a week prior?

7. **Description:** What other information do you need for the event? For example, do you need an address or the name of a location, such as “My Daughter’s house”?

**You can also ask an operator to update or delete events.**

**Viewing an event on your Jitterbug J**

You can easily view all of your scheduled events on your Jitterbug J by following these simple steps:

1. **Starting from the main screen, press the button until “Calendar” appears highlighted in gray in the middle of the screen.** Press the button to select, as shown in Figure 3 on the following page.

2. **Using the button, scroll to select between Day, Week or Month.** When you see the preferred timeframe highlighted in gray in the middle of your screen, press the button to select.

3. **You will see a list of dates to choose from. Use the button to scroll until the date you want to view is highlighted in gray.** Press the button to select.
4. Your Jitterbug J will display scheduled events for the selected time frame, as shown in Figure 3 above. If you want to view information on a specific event, use the button to scroll until the desired event appears highlighted in gray in the middle of the screen. Press the button to select.

5. Use the button to scroll through event details. Press the button when you are done to return to the previous screen.

Editing and deleting an event

There are two easy ways to edit or delete an event from your calendar: log in to your personal online account at mygreatcall.com, or call one of our friendly operators at any time by pressing the button on your Jitterbug J.

Editing and deleting an event online:

Once you’ve accessed the “MyCalendar” section of your MyGreatCall account, you can edit or delete an event by following these steps:

1. Click on the event that you would like to edit or delete.

2. A small pop-up screen will appear, as shown in Figure 4 on the following page.

3. Edit the information you would like to update and click the “Save” button. The pop-up screen will then disappear and your event will be updated.

   Be sure to hit the “Save” button after editing your event, or your changes will be lost.

4. If you want to delete the event, click the “Delete” button in the bottom left corner. An expanded screen will appear asking you to confirm that you want to delete the event. Click the “Save” button, and the event will be deleted from your calendar.

   It may take several hours for a deleted event to be removed from your Jitterbug J.

We hope you find MyCalendar to be an easy and convenient way to manage your day. If you have any questions or need assistance, press the button on your Jitterbug J at any time to be connected to one of our helpful operators.
There are no additional fees to call GreatCall's U.S.-based customer service. However, for calls to an operator in which a service is completed, minutes will be deducted from your monthly balance equal to the length of the call and any call connected by the operator, plus an additional 5 minutes. GreatCall and Jitterbug are registered trademarks of GreatCall, Inc. Copyright ©2015 GreatCall, Inc.