

Add a Reminder

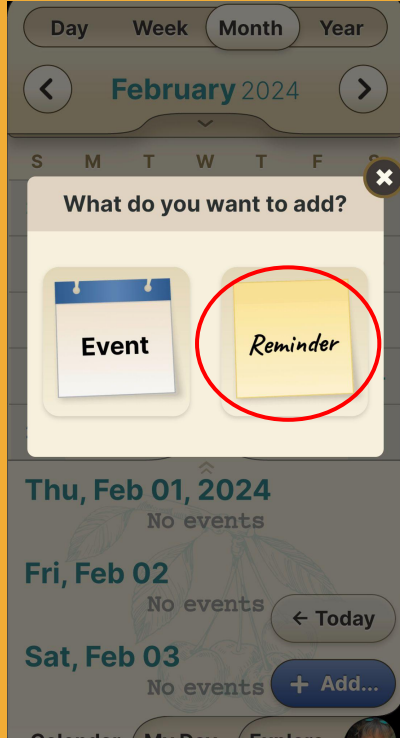


Step 1 of 5

Press the **Add** button.



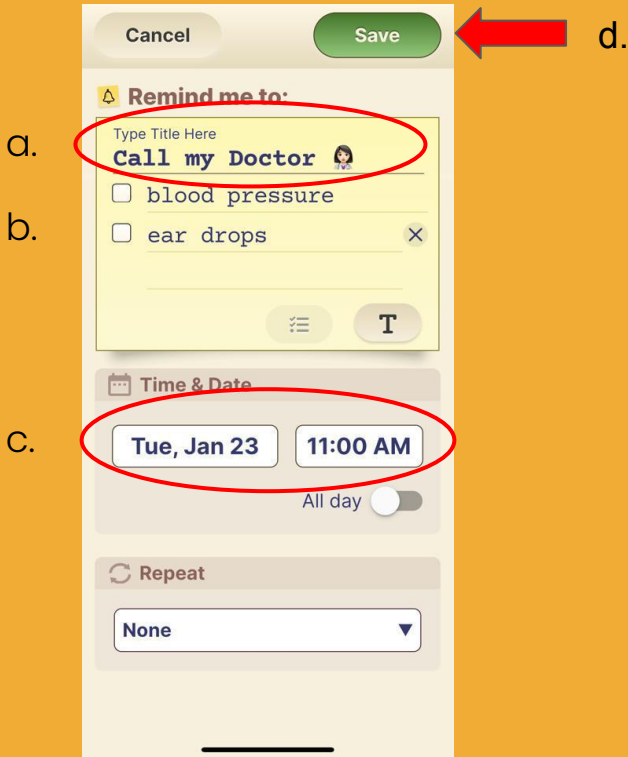
Add a Reminder



Step 2 of 5
Press **Reminder**.



Add a Reminder

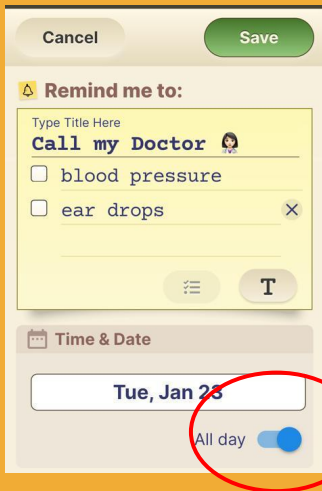


Step 3.1 of 5

- Add the reminder title.
- Option to add a note or checklist
- Set the date and time*
- Press **Save** to save the reminder.

*For repeating reminder look on the next page

Add a Reminder



a



b.

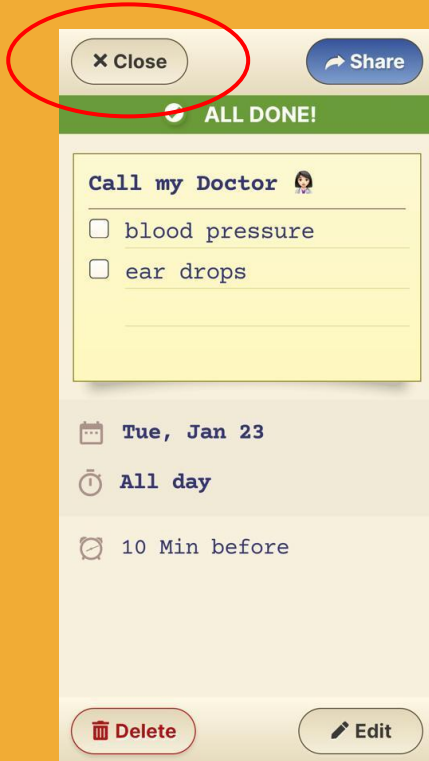
Step 3.2 of 5

To select an “all day” or time-independent reminder

- Press the **All Day** button.
- The reminder will appear at the top of the calendar page for the chosen day.



Add a Reminder



Step 4 of 5

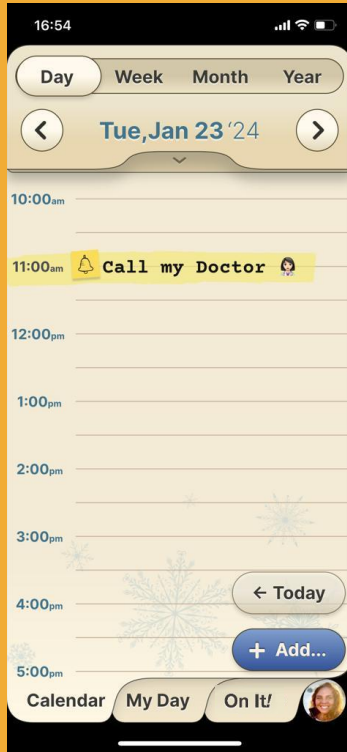
Almost done!

Here is your reminder summary.

Press **Close** and your reminder will appear in your calendar, highlighted in yellow



Add a Reminder



Step 5 of 5

Good job 🙌

This is how the reminder will look in your HeyLife calendar.

If you need to make a change, you can always edit or delete the reminder. For instructions, see “Edit Events and Reminders” and “Delete Events and Reminders”.

