

Handout: “Don’t forget. Use Reminders!” by Helen Rains

The Reminders app, which comes with macOS, iOS, iPadOS, and watchOS, makes it easy to create and organize reminders. It can track of everything you have to do, see, or buy, and it notifies you when it’s time to remember something. This is a lot more useful on the iPhone. So you can enter this in on your Mac but then your iPhone is probably the device that’s going to notify or remind you when you arrive somewhere.

Reminders User Guide for Mac

<https://support.apple.com/guide/reminders/welcome/mac>

Use Reminders on your iPhone, iPad, or iPod touch

<https://support.apple.com/en-us/HT205773>

Set up iCloud to keep your reminders updated across all your Apple devices. On your Mac, Go to System Preferences, iCloud and turn on Reminders. On your iPhone, iPad or iPod touch, Open the Settings app, then tap [your name] > iCloud and turn on Reminders.

Create a reminder

1. Open the Reminders app.
2. Tap + New Reminder, then type your reminder.
3. Tap Done.

On the iPhone and iPad Tap Quick toolbar options. Similar options appear on the Mac:



Tap the date and time button to set a due date for the reminder. Choose from Today, Tomorrow, This Weekend, or tap Date & Time to set your own day and time.



Tap the location button to assign a notification based on where you are.



Tap the flagged button to mark a reminder as extra important and make it appear in the Flagged smart list on the Reminders app main screen.



Tap the photos button to add an attachment to the reminder. You can take a new photo, choose an image from your photo library, or scan a document.



Tap the assignment button to assign a reminder to someone you are sharing the list with



Tap the edit details button to add even more details and customizations to your reminders, such as notes, a URL, and a priority.

Turn on When Messaging if you want to receive a notification when you chat with a specified person in Messages. The next time you chat with this person, a Reminders notification appears.

Every reminder that you create can have subtasks. Tap a reminder, then tap the edit details button. Tap Subtasks > Add Reminder, then type your subtask. Repeat for as many subtasks as you'd like to create.

Complete a reminder



To mark a reminder as completed, tap the empty circle next to it. To see your completed reminders, tap the more button, then tap Show Completed.

To delete a reminder without marking it as completed, swipe left on it, then tap Delete.

How to create a new Reminders list

1. Tap Add List in the the Reminders app's main screen.
2. Type a name for the list.
3. Choose a color and an icon or an emoji to customize the list and make it easier to recognize at a glance. Icons are available only for lists that you've created in your iCloud account.
4. Tap Done.

Share a Reminders list



1. Tap the list that you want to share, then tap the more button
2. Tap Add People.
3. Choose how you'd like to invite people to your Reminders list. You can use a built-in iOS app or a third-party app.
4. Add the people you want to share the list with, then send the invitation. The steps for adding people and sending vary based on the app that you use.

Add a reminder with Siri

You can ask Siri to schedule a reminder for you, on your iOS device or your Apple Watch.*

Add your home and work addresses to your card in Contacts to allow Siri to help you set location-based reminders.

Add a reminder from another app

With an app open, ask Siri "Remind me about this later." Or tap the share button in the app, then tap Reminders.



When you get the scheduled notification, or when you open Reminders, tap the link under the reminder to go directly to the app.

You can also set a reminder when you get a phone call that you can't answer immediately. Tap Remind Me on the call screen, then choose when you want to be reminded to return the call.

Create and view reminders on your Apple Watch

The Reminders app on Apple Watch shows your iCloud reminders grouped into the same smart lists and custom lists that appear on your iPhone. Tap a list to see its reminders, and tap a reminder to mark it as completed.