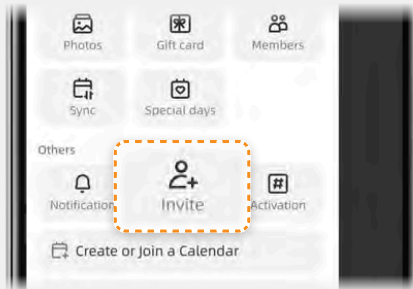


■ 4.3 Invite or Join a Shared Calendar

Each person who joins a shared calendar uses their own Zical account. One account can access multiple Zical calendars.

4.3.1 Invite Family or Friends

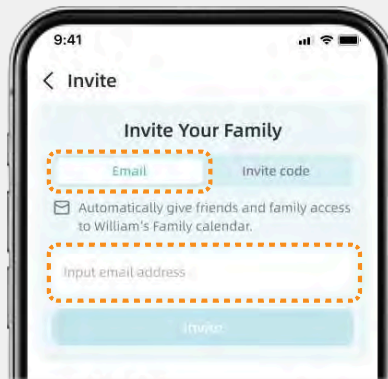
In the Zical App, switch to the calendar you want to share. Then open the side navigation and tap “Invite”.



Invite by email:

On the Invite page, enter the person's email address and send the invitation.

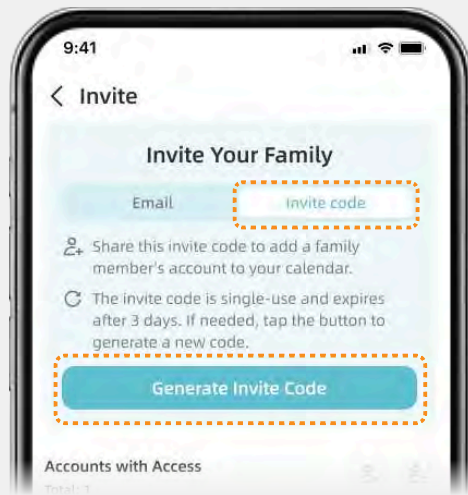
- ① *Note: You can send an invitation even if the person has not created a Zical account. When they sign up or sign in with the same email address, the shared calendar will appear automatically.*



Invite with a code:

1. Tap **"Generate Invite Code"** .
2. Tap **"Copy Code"** , then send the 6-digit code to the person you want to invite.

① *Note: An invite code can be used only once and expires after 3 days. If the code has been used or has expired, generate a new one.*



4.3.2 Join a Shared Calendar

Download the Zical App and sign in to your account. If you do not have an account, create one first.

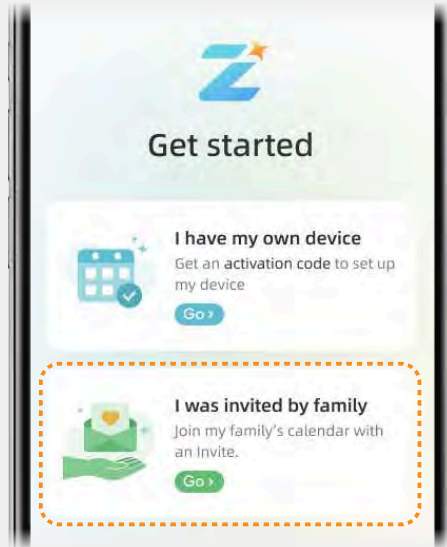
Join by Email Invitation

Sign up or sign in with the email address that received the invitation. The shared calendar will appear in your account automatically.

Join with an Invite Code

You can access the calendar joining page in any of these three ways:

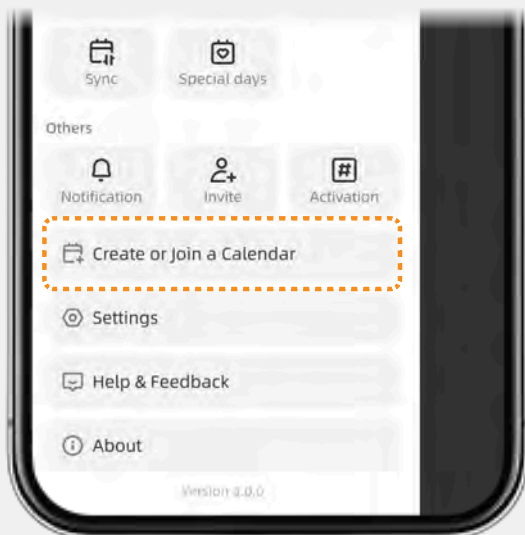
- 1 When signing in for the first time: Tap **“I was invited by family”** .



- 2 From the Home page: If your account already has a calendar, tap the calendar name at the top of the Home page, then tap **“Add New”** .

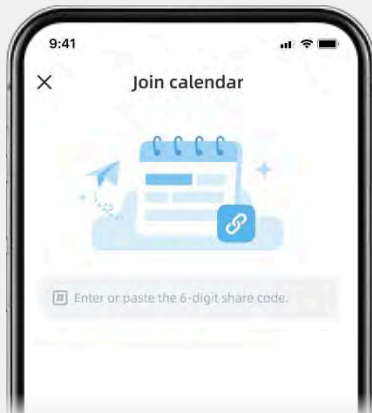
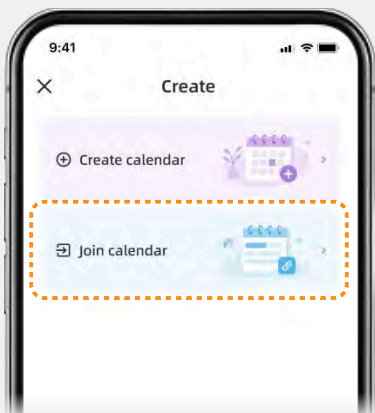


- 3 From the side navigation: Open the side navigation and tap **“Create or Join a Calendar”** .



Tap **“Join Calendar,”** enter the 6-digit share code, then tap **“Join”** . The shared calendar will appear in the Zical App.

① *Note: An invite code can be used only once and expires after 3 days.*



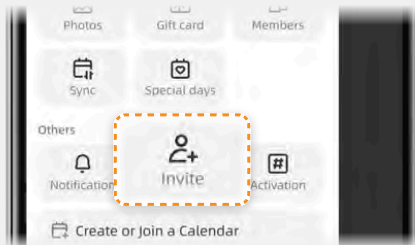
■ 4.4 Manage Calendar Access

The account that creates a calendar becomes its Owner by default. The Owner can view the accounts with access, remove an account, or transfer calendar ownership.

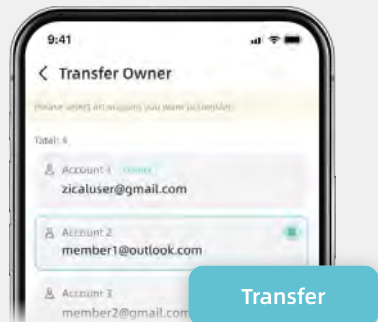
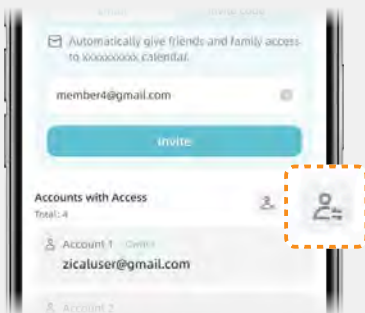
4.4.1 Transfer Calendar Ownership

The Owner can transfer ownership to another account that already has access to the same calendar.

- 1 In the Zical App, select the calendar you want to manage.
- 2 Open the side navigation and tap “Invite.”



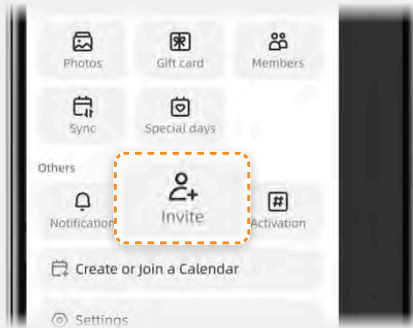
- 3 Under “Accounts with Access”, tap the Transfer icon next to the account you want to make the new Owner.
 - 4 Confirm the new Owner, then tap “Transfer” .
- ① *Note: After the transfer, the new Owner controls calendar access. The previous Owner remains a participant but can no longer manage access unless ownership is transferred back.*



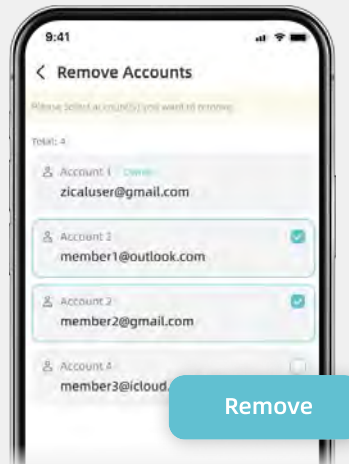
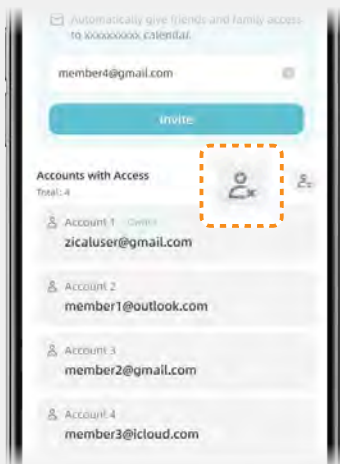
4.4.2 Remove an Account from a Calendar

Only the calendar Owner can remove another account.

- 1 In the Zical App, select the calendar you want to manage.
- 2 Open the side navigation and tap **"Invite"**.



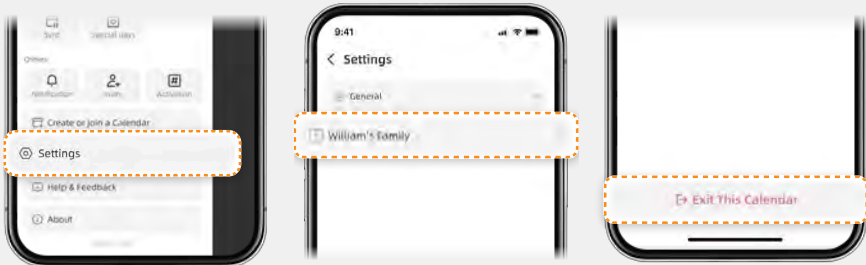
- 3 Under **"Accounts with Access"**, tap the **Delete** icon next to the account you want to remove.
 - 4 Tap **"Remove"** to confirm.
- ① *Note: After removal, the account can no longer view or edit the calendar. Removing an account does not delete Member profiles or content associated with that person.*



4.4.3 Leave a Calendar

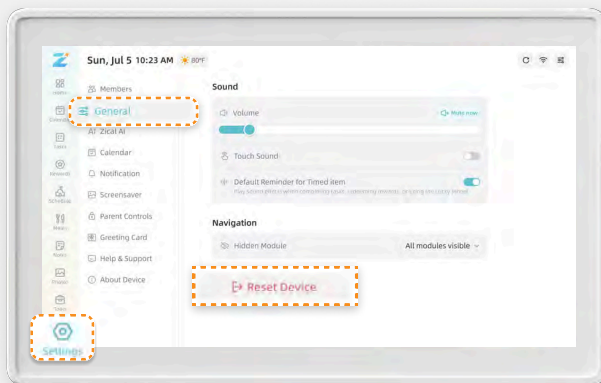
In the Zical App, open the side navigation from the Home page and tap **“Settings”**. Select the calendar you want to leave, then tap **“Exit This Calendar”**.

- ① *Note: A participant can leave a shared calendar at any time. If you are the Owner, transfer ownership before leaving. Leaving removes your account's access but does not delete the calendar for the Owner or other participants.*



■ 4.5 Change the Calendar Shown on a Display

A home display can show one Zical calendar at a time. To show a different calendar, go to **Settings > General > Reset Device** on the home display. After the reset, complete the setup again and enter the activation code for the calendar you want to show.



05

Set Up Your Family

Keep Your Family Organized At A Glance
With A Profile And Color For Each Person.

■ 5.1 Add or Delete Members

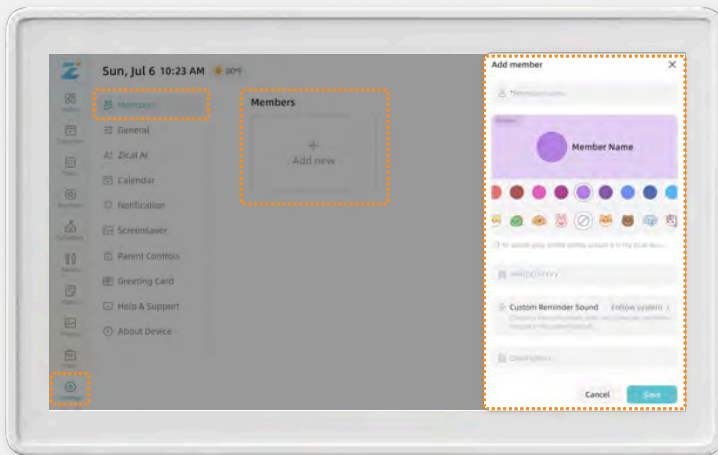
Member profiles are managed separately for each Zical calendar.

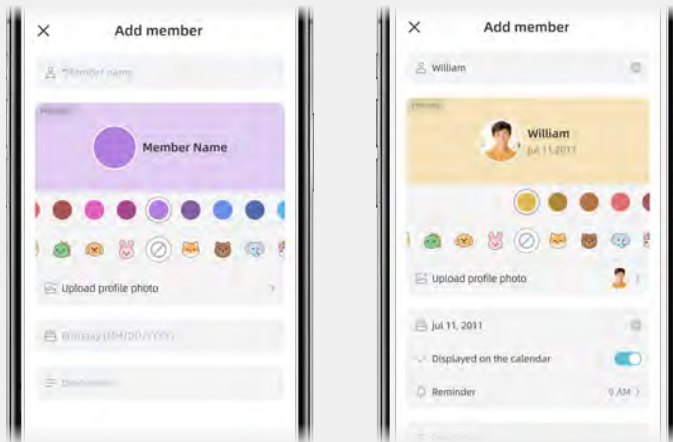
On the home display, go to **Settings > Members**. In the Zical App, first switch to the **calendar** you want to manage, then open the **side navigation** and tap **“Members”**.

Add a Member:

Tap **“Add New”**, enter the Member's name, and choose a color. You can also **add a birthday, description, or avatar**.

① *Note: Custom Member avatars can be uploaded only through the Zical App.*

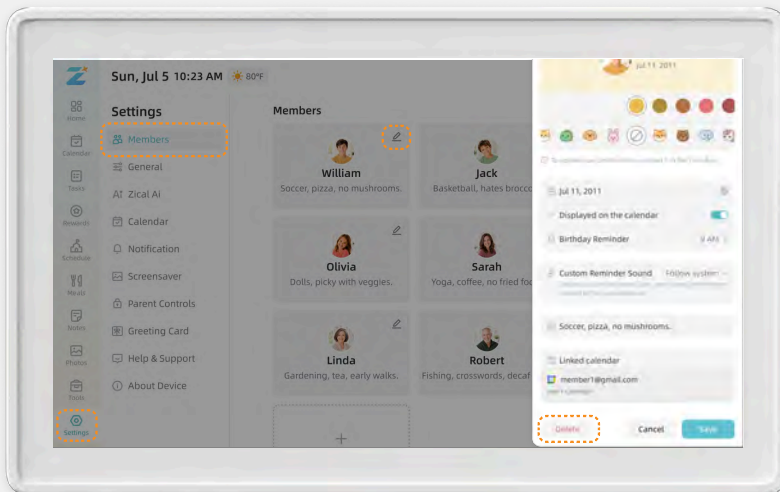




Delete a Member:

Select the Member, tap **“Delete”**, then **confirm**.

- ① *Note: If the Member is linked to a third-party calendar, open the side navigation in the Zical App, tap **“Sync,”** select the corresponding third-party calendar, and remove the link. Then return to **“Members,”** select the Member, tap **“Delete,”** and confirm.*

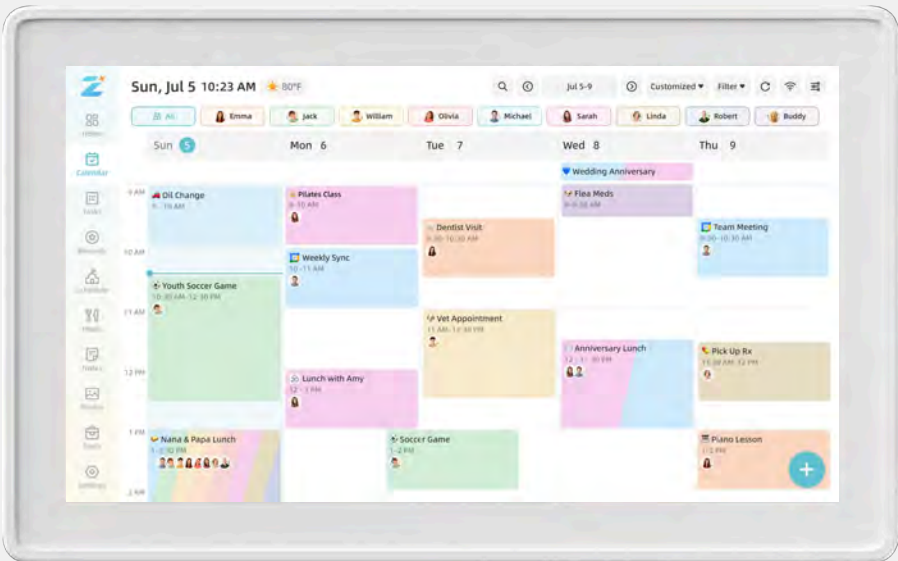


■ 5.2 Use Member Colors

Each Member has a **color** that appears on **events, tasks, and other content** assigned to them. This helps your family see who each item belongs to at a glance.

If an event is assigned to multiple Members, their colors appear together to show that the event is shared.

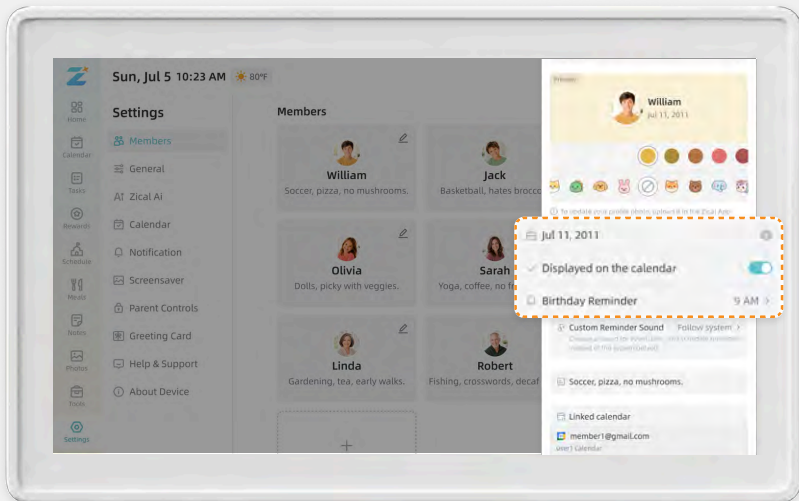
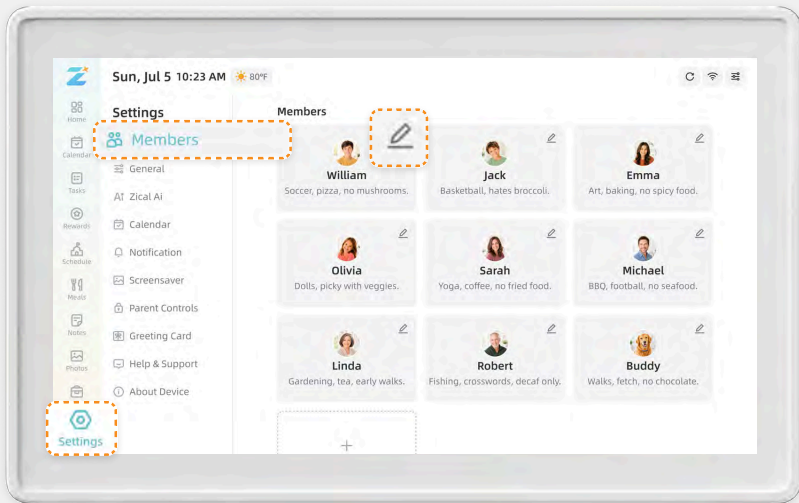
To change a Member's color, go to **Settings > Members**, select the Member, choose a new color, then **save your changes**.



■ 5.3 Add Birthdays and Set Reminders

Go to **Settings > Members** and **select a Member**. Add their birthday and turn on **Birthday Reminder**.

Zical automatically adds the birthday to the calendar each year and reminds you at the time you choose.



06

Sync External Calendars

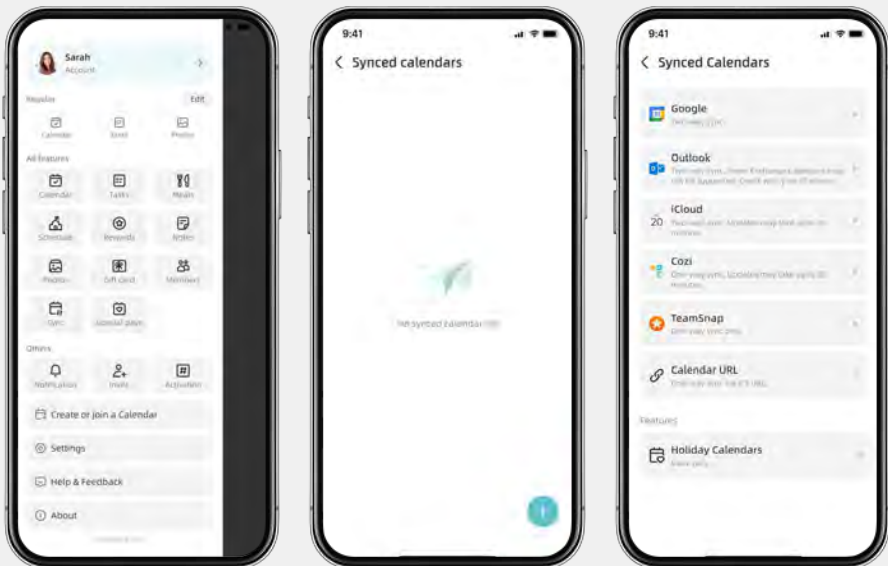
Connect Your Work, School, And Personal Calendars So Your Family Can See Everything In One Place.

■ 6.1 Supported Calendar Services

You can connect the following calendars in the Zical App:

- Google Calendar – one-way or two-way sync
- Outlook Calendar – one-way or two-way sync
- iCloud Calendar – one-way or two-way sync
- Cozi Calendar – one-way sync
- TeamSnap Calendar – one-way sync
- Calendar links (ICS) and other subscription calendars
- Holiday calendars

① *Note: All calendar connections are managed in the Zical App.*



■ 6.2 Sync Google Calendar

In the Zical App, open the side navigation and tap “Sync.” Tap “+” to sync a new calendar, then select “Google”.

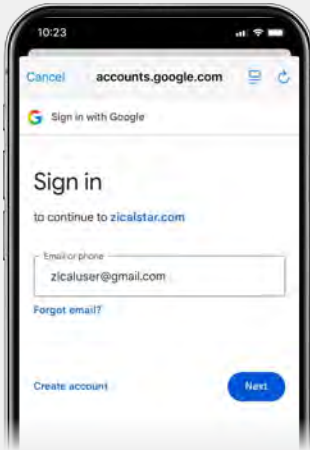


1 Choose a sync type:

- One-Way Sync: Google events appear in Zical, but they can only be added, edited, or deleted in Google Calendar.
- Two-Way Sync: Supported changes sync between Zical and Google Calendar.

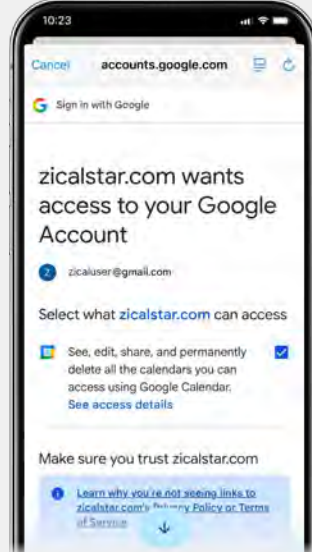
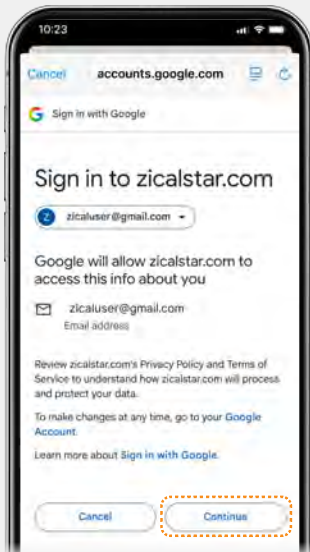


- 2 On the Google sign-in page, select or enter the Google Account you want to connect, then sign in.

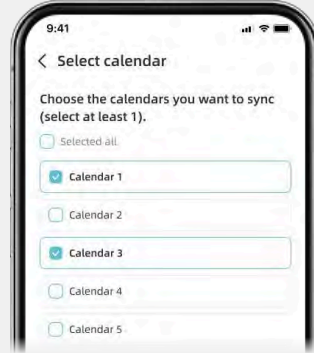


- 3 Review the requested permissions. Tap “Allow” for each permission, then tap “Continue”.

① Note: Zical cannot load your Google calendars unless calendar access is allowed.

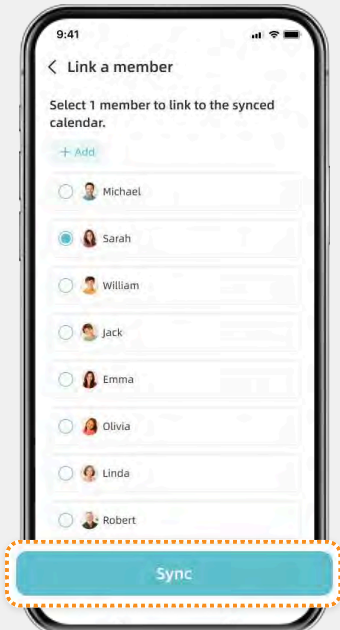


- 4 Wait for your Google calendars to load.
- 5 Select the calendars you want to sync.



- 6 Assign each selected calendar to a Member, then tap **"Sync"**.

To create an event in a two-way synced Google calendar from Zical, turn on **"Synced Calendar"** when creating the event, then select the Google calendar you want to use.



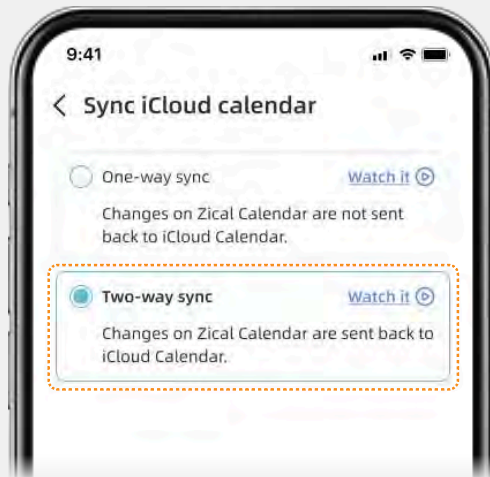
■ 6.3 Sync iCloud Calendar

In the Zical App, open the side navigation and tap **“Sync”** Tap **“+”** to sync a new calendar, then select **“iCloud”** Choose **“Two-Way Sync”** or **“One-Way Sync”** then follow the corresponding steps below.



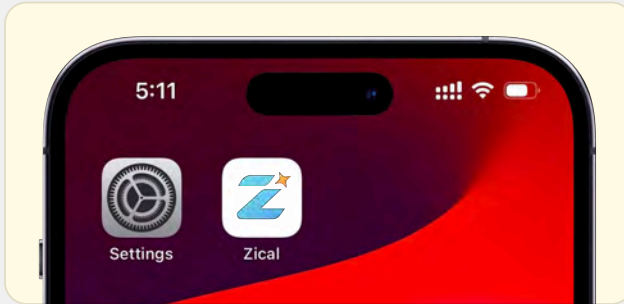
Two-Way Sync

Select **“Two-Way Sync”** then follow the three setup stages shown in the Zical App.



Stage 1 of 3: Turn On Two-Factor Authentication

- 1 Open the Settings app on your iPhone or iPad.



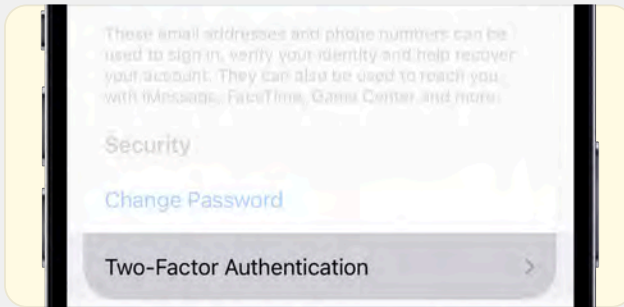
- 2 Tap your **Apple Account** at the top of the Settings page.



- 3 Tap **"Sign-In & Security"**.



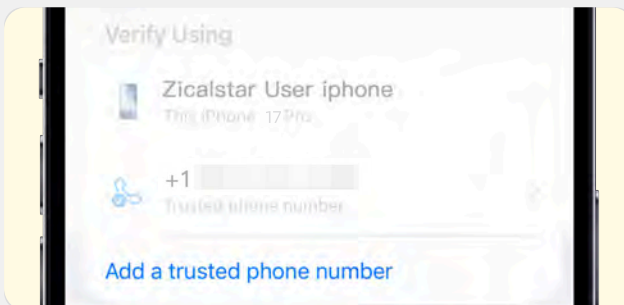
- 4 Tap **“Two-Factor Authentication”**.



- 5 Under **VERIFY USING**, make sure at least one trusted device or phone number is listed.



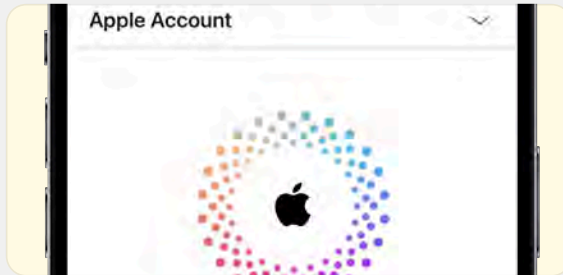
- 6 If none are listed, tap **“Add a Trusted Phone Number”** and follow the on-screen instructions.



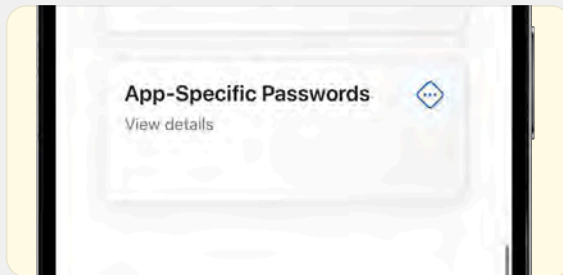
Stage 2 of 3: Create an App-Specific Password

Tip: Complete the following steps on an iPad or computer.

- 1 Sign in to account.apple.com using your Apple Account password.
- ① *Note: Sign in with your Apple Account password, not Face ID. If you use Face ID, Apple may ask you to sign in again before you can generate an app-specific password.*



- 2 Scroll down and select **"App-Specific Passwords"**.

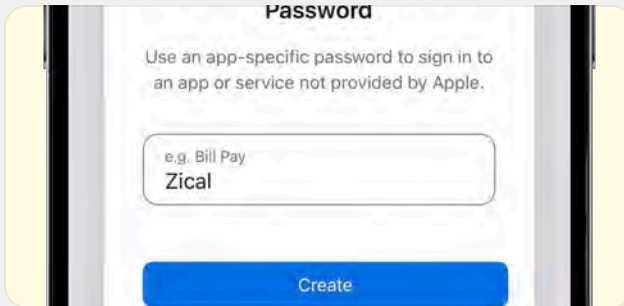


- 3 Tap the **"+"** icon or select **"Generate an app-specific password"**.



4 Enter **"Zical"** as the password label, then select **"Create"**.

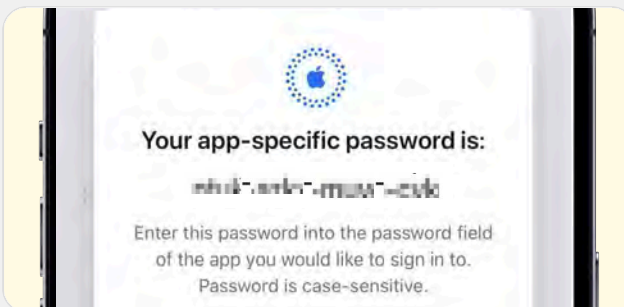
① *Important: Enter **"Zical"** exactly as shown. If you use a different label, the generated app-specific password will not work with Zical.*



5 Enter your **Apple Account password** to confirm.

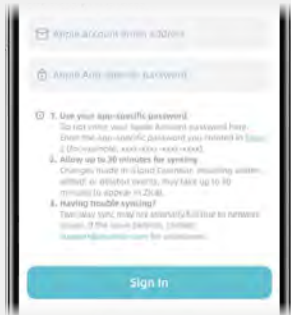


6 Press and hold the generated app-specific password, then tap **"Copy"**. When finished, return to the Zical App and tap **"Next"**.



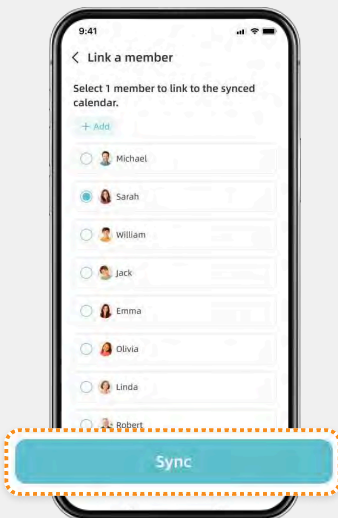
Stage 3 of 3: Connect Your iCloud Calendar

- 1 Enter your Apple Account email address and the app-specific password you copied, then tap “Sign In”.



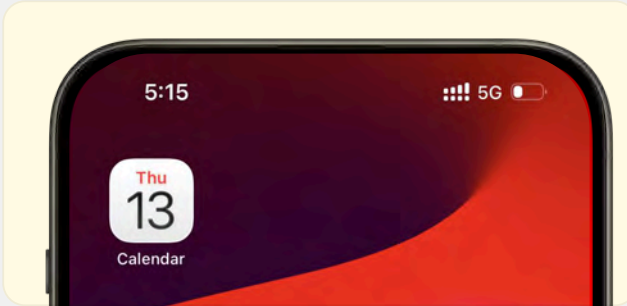
- 2 Select the iCloud calendars you want to sync.
 - 3 Assign each selected calendar to a Member, then tap “Sync”.
- ① *Important: Enter **the generated app-specific password**, usually formatted as xxxx-xxxx-xxxx-xxxx, not your regular Apple Account password.*

To create an event in a two-way synced iCloud calendar from Zical, turn on “**Synced Calendar**” when creating the event, then select the iCloud calendar you want to use.

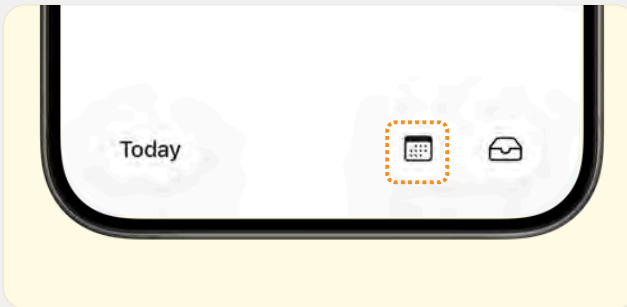


One-Way Sync with an iCloud Share Link

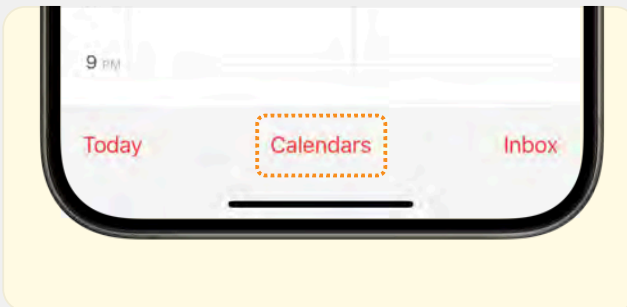
- 1 Open the **Calendar** app on your iPhone.



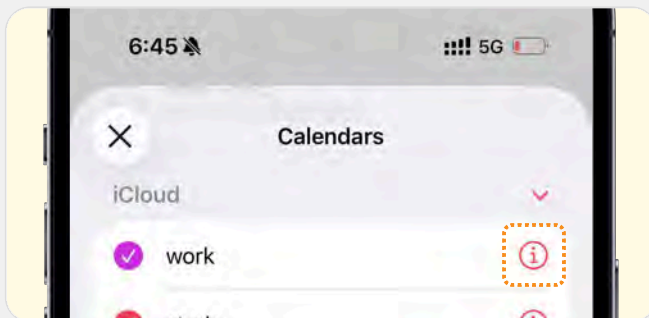
- 2 Open the calendar list.
 - iOS 26 or later: Tap the **Calendar** icon in the bottom-right corner.



- Earlier than iOS 26: Tap “**Calendars**” at the bottom center of the screen.

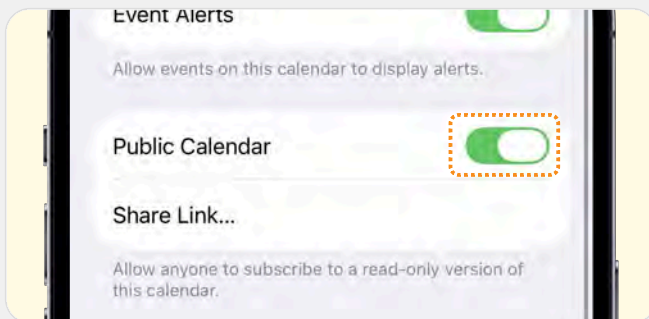


- 3 Select the calendar you want to sync, then tap the **Info** button next to it.

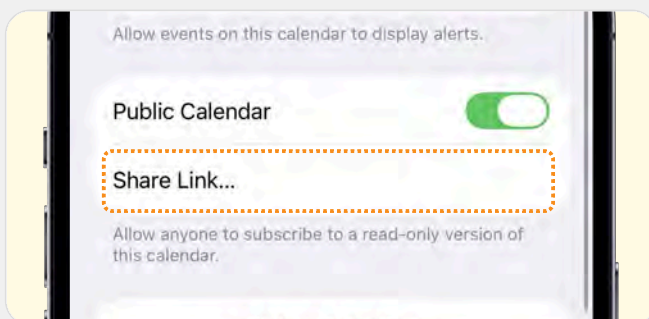


- 4 Turn on “**Public Calendar**”.

① *Note: If you don't see “Public Calendar,” open **Settings**, tap your name at the top, then go to **iCloud > See All > iCloud Calendar** and turn on “**Use on This iPhone**.”*



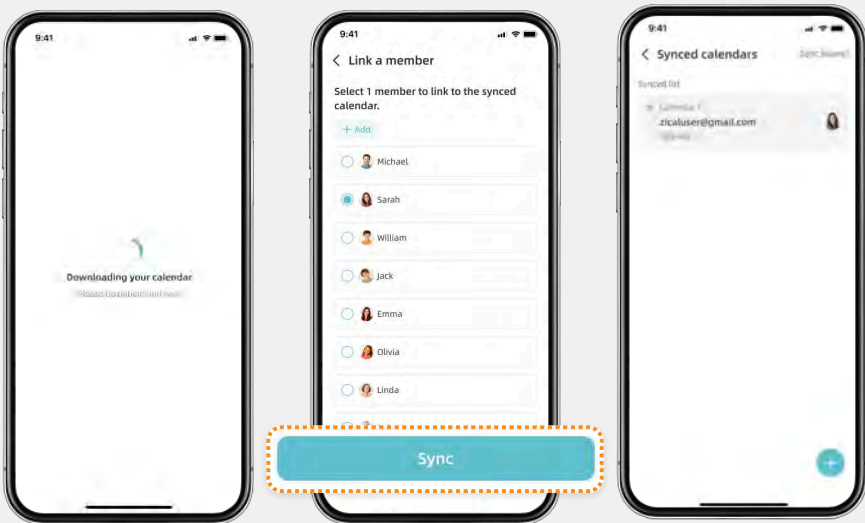
- 5 Tap “**Share Link**” ,then tap “**Copy**”.



6 Return to the Zical App, paste the Share Link, then tap “Sync”.

① Notes:

- One-way synced calendars are read-only in Zical. Add, edit, or delete their events in Apple Calendar.
- Keep “**Public Calendar**” turned on. Turning it off will stop future updates from syncing to Zical.
- Updates from iCloud may take about 30 minutes to appear in Zical.
- Each Share Link connects only one iCloud calendar to Zical. Repeat these steps for each calendar you want to add.
- Events from the previous 90 days and future events are imported, up to a total of 5,000 events.



6.4 Sync Outlook Calendar

In the Zical App, open the side navigation and tap **“Sync”**. Tap **“+”** to sync a new calendar, then select **“Outlook”**.

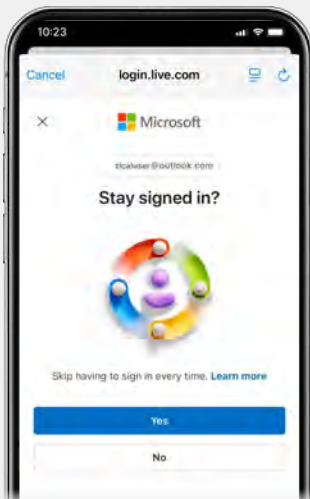
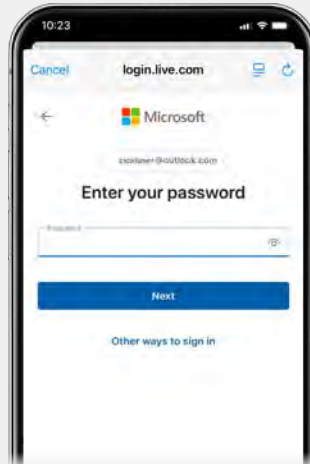
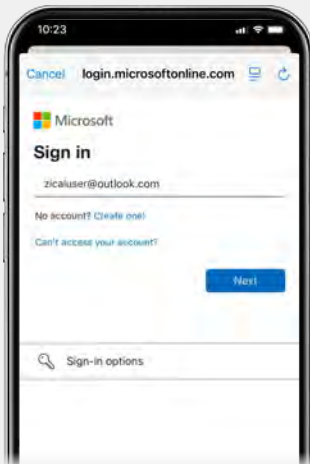


1 Choose a sync type:

- One-Way Sync: Outlook events appear in Zical, but they can only be added, edited, or deleted in Outlook Calendar.
- Two-Way Sync: Supported changes sync between Zical and Outlook Calendar.



- 2 On the Microsoft sign-in page, select or enter the Microsoft account connected to your Outlook calendar, then sign in and follow the on-screen instructions.
- 3 Wait for your Outlook calendars to load.



- 4 Select the calendars you want to sync.



- 5 Assign each selected calendar to a Member, then tap **"Sync"**.

To create an event in a two-way synced Outlook calendar from Zical, turn on **"Synced Calendar"** when creating the event, then select the Outlook calendar you want to use.

① *Note: Your organization may restrict access to work or school accounts. If you see "Need admin approval," contact your IT administrator for access. If an ICS link is available for the calendar, you can use it for one-way sync instead.*

