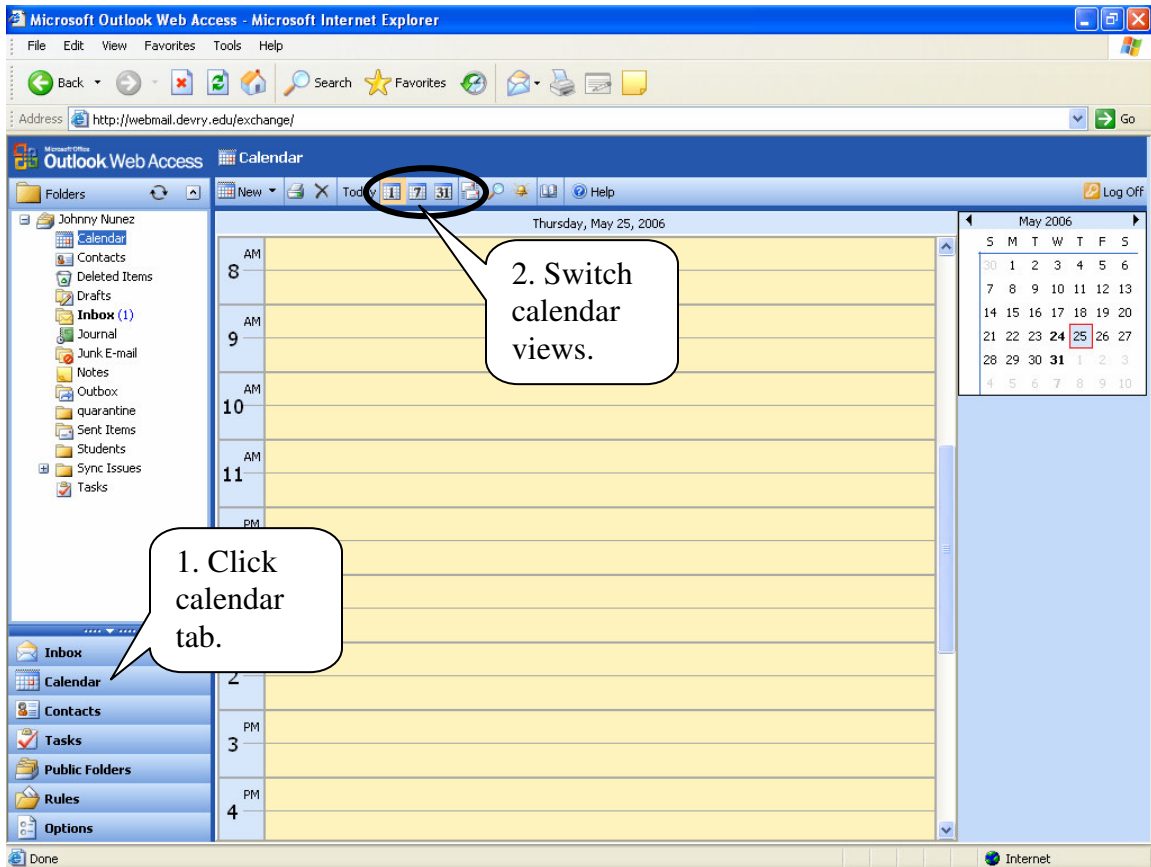


How to View your Calendar and Create Tasks

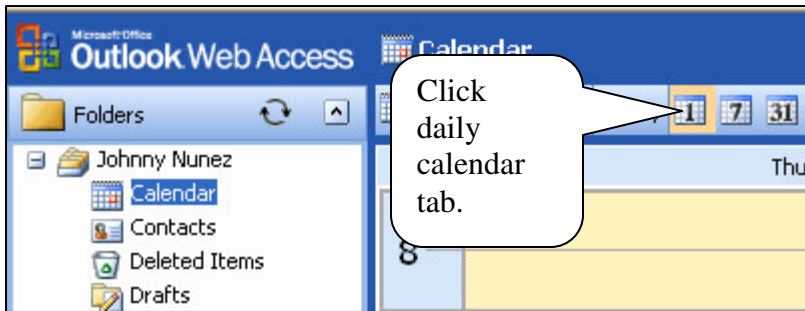
Once you open your Outlook mailbox, your Inbox will display.



Calendar window

Figure 1

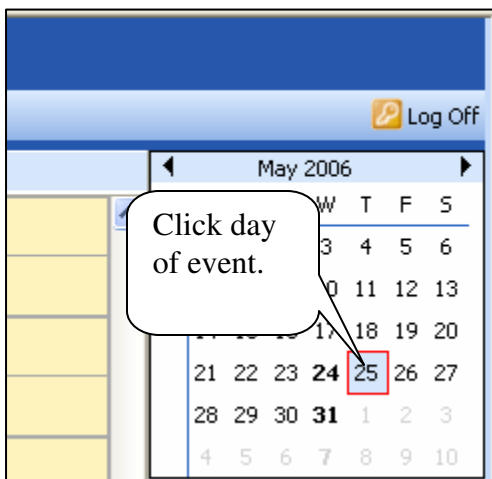
1. Click **calendar** tab.
2. Click between **daily** (1), **weekly** (7), and **monthly** (31) to switch calendar views.



Weekly Calendar view

Figure 2

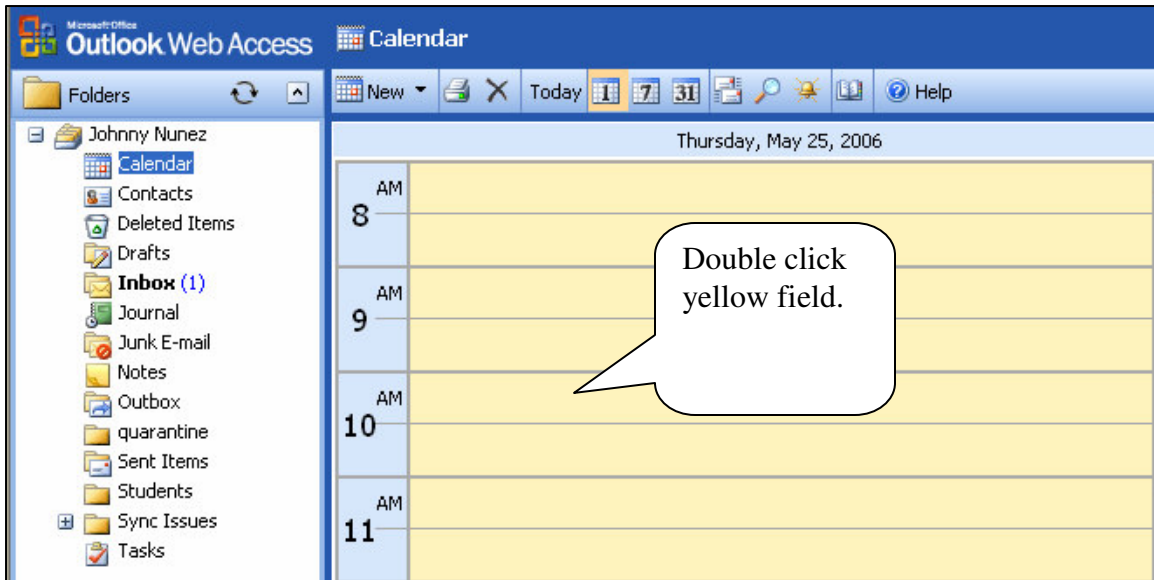
3. Click **daily calendar (1)** view.



Weekly Calendar view

Figure 3

4. Select the date of the event in the calendar box. Example, May 25, 2006.



Daily Calendar view

Figure 4

5. Double click the **yellow** field to create an appointment.

Appointment view

Figure 5

6. Fill in the **subject, location, start and end time**, and **notes** fields to complete the appointment.
 - a. **Note:** You can invite other people to the event by clicking the **invite attendees** tab.
7. Click **save and close** button.