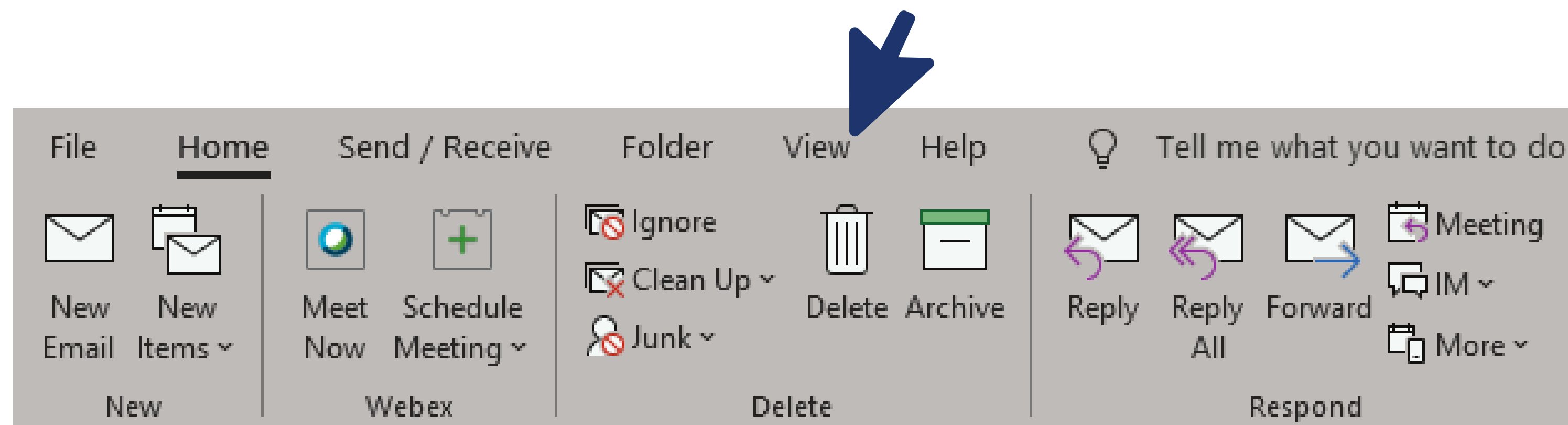
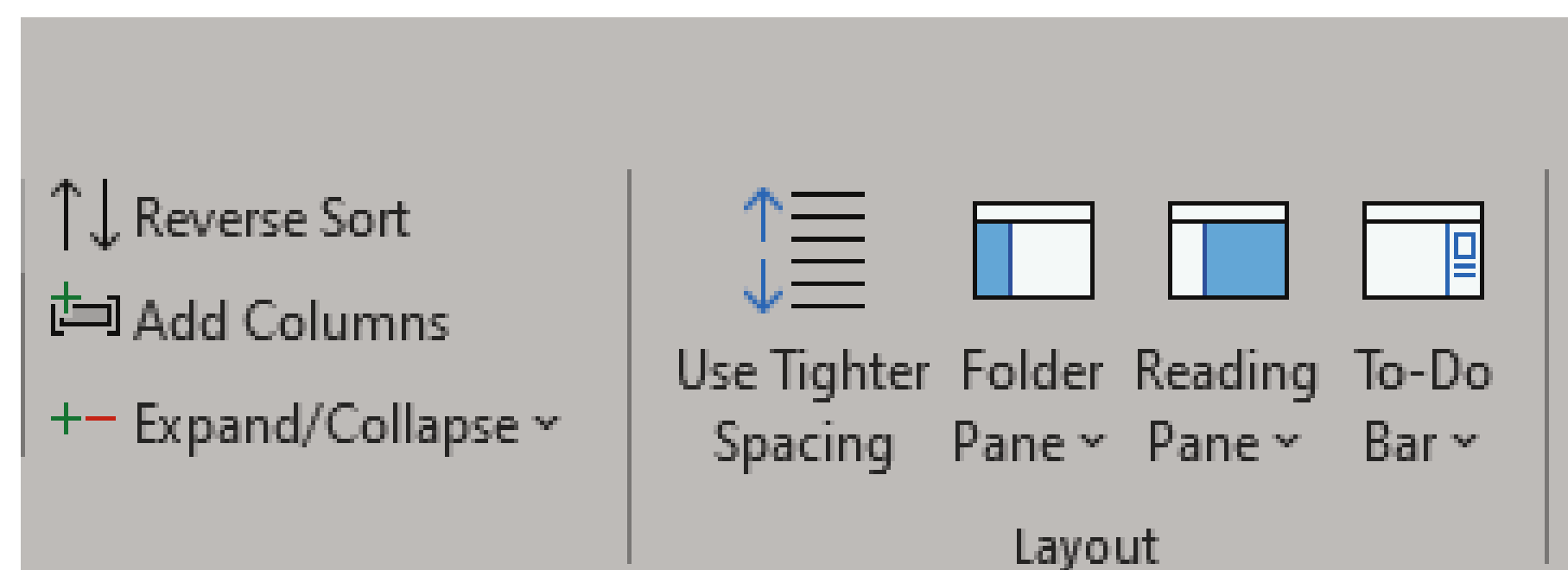


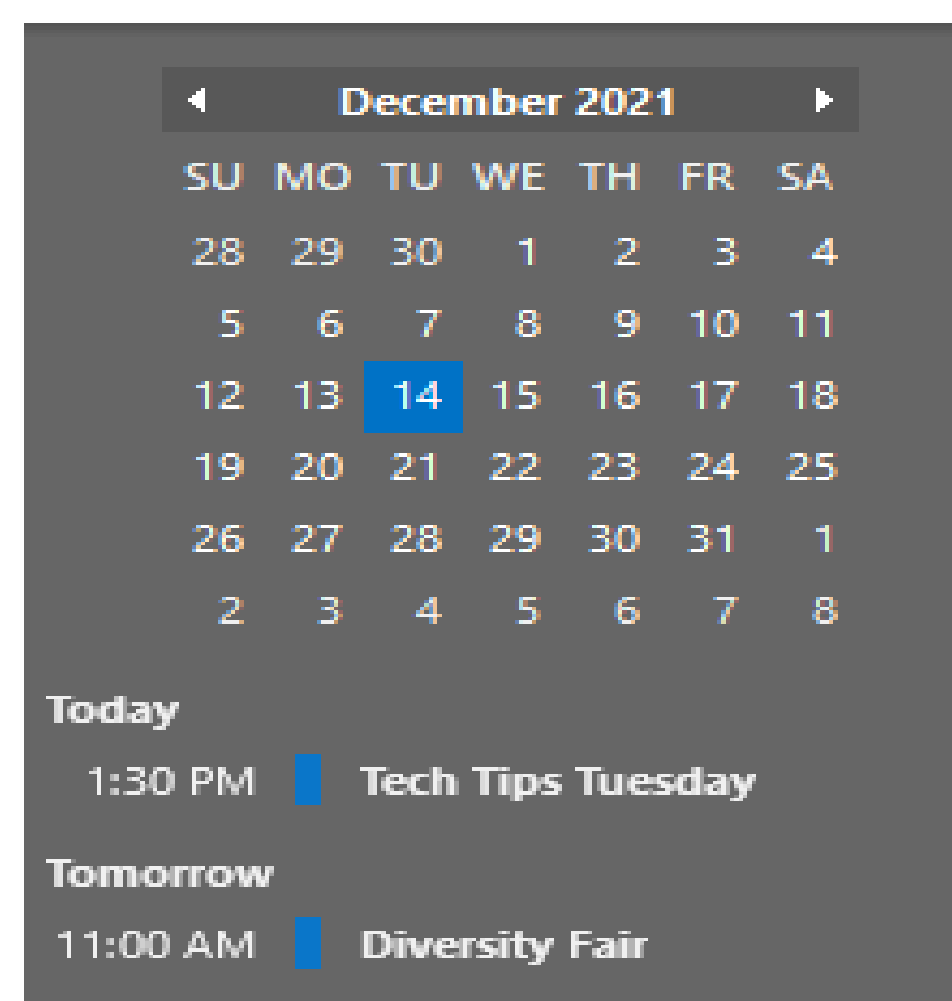
Click the **View** button at the top ribbon.



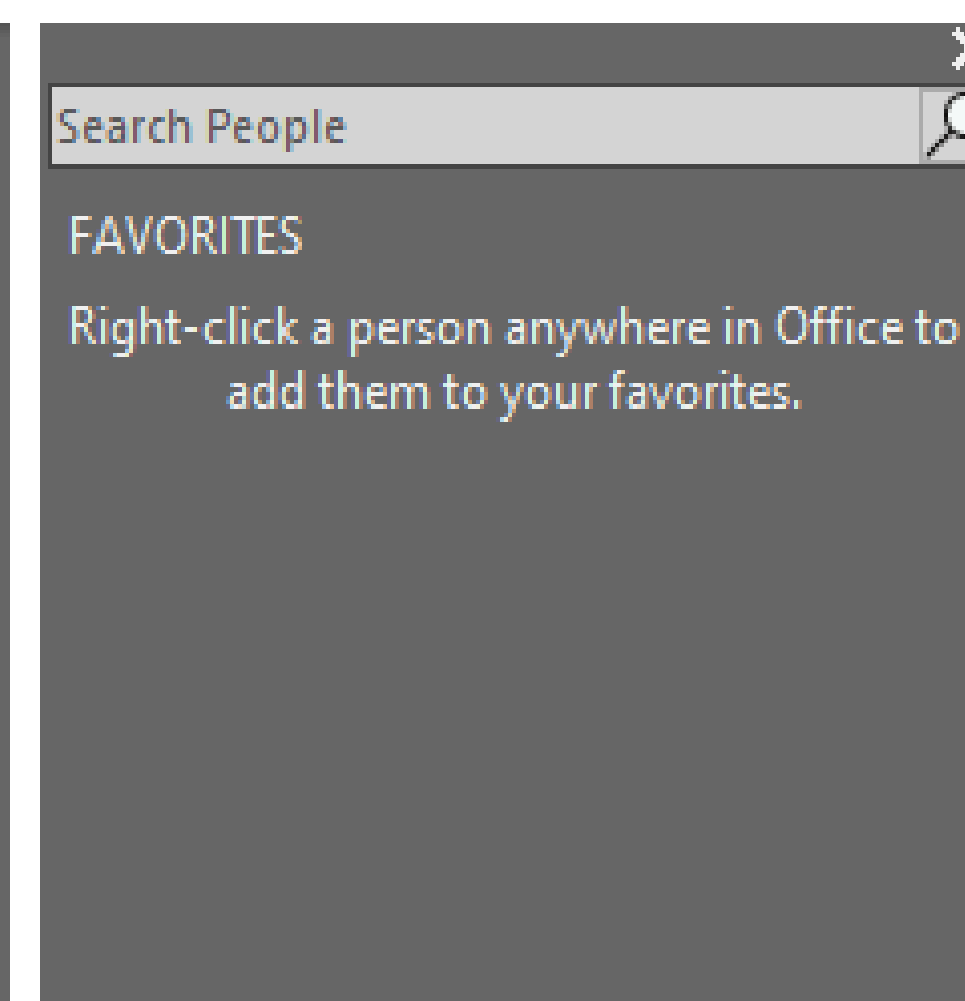
Click the **To-Do Bar**. Options for *Calendar*, *People*, and *Tasks* will appear. You can click which you'd like to view



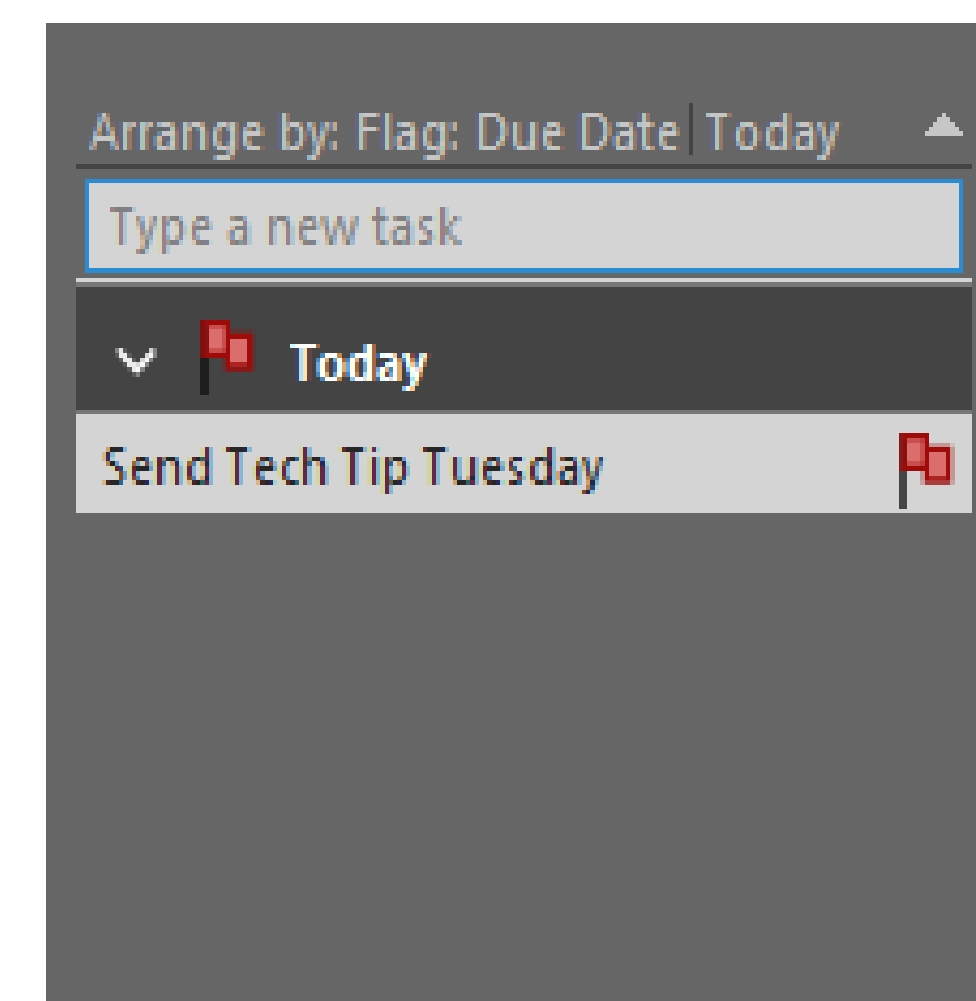
The view will appear on the right side of the screen. You can **view** your upcoming calendar items, search people, and even add tasks for yourself!



Calendar



People



Tasks