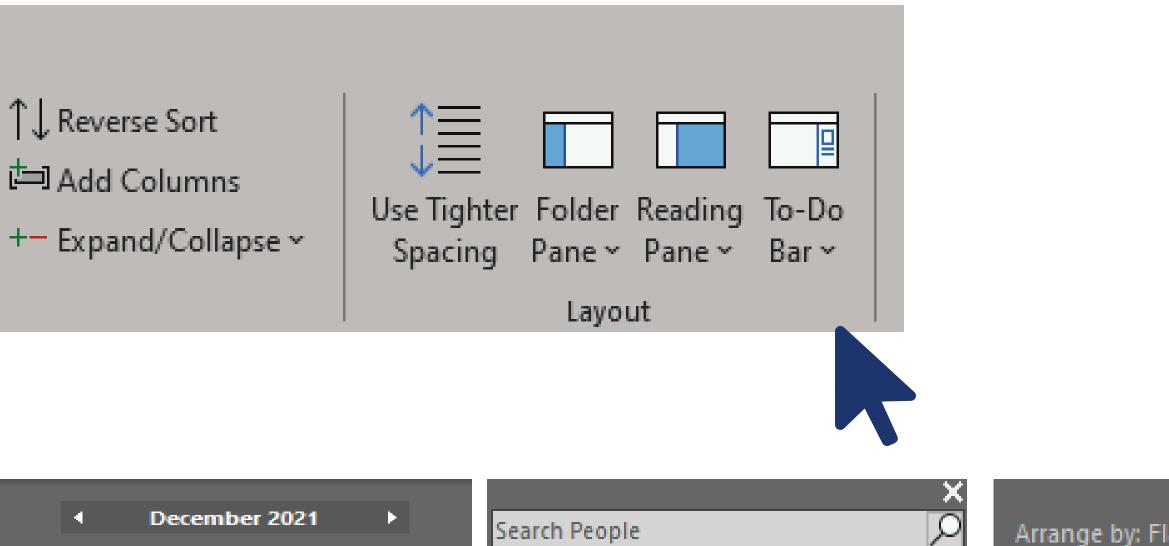


Click the **To-Do Bar**. **Options for Calendar**, People, and Tasks will appear. You can click which you'd like to view

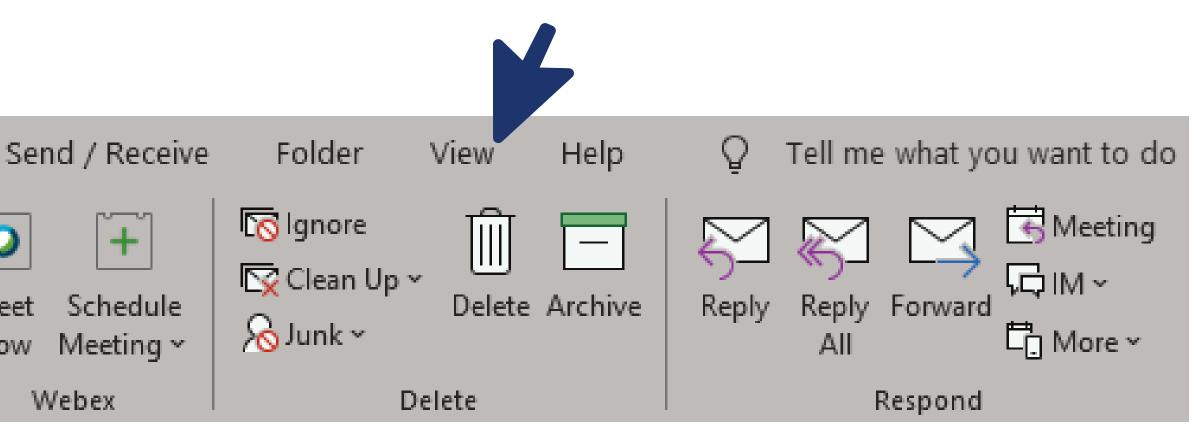
File Home 0 New Meet New Email Now Items ~ New

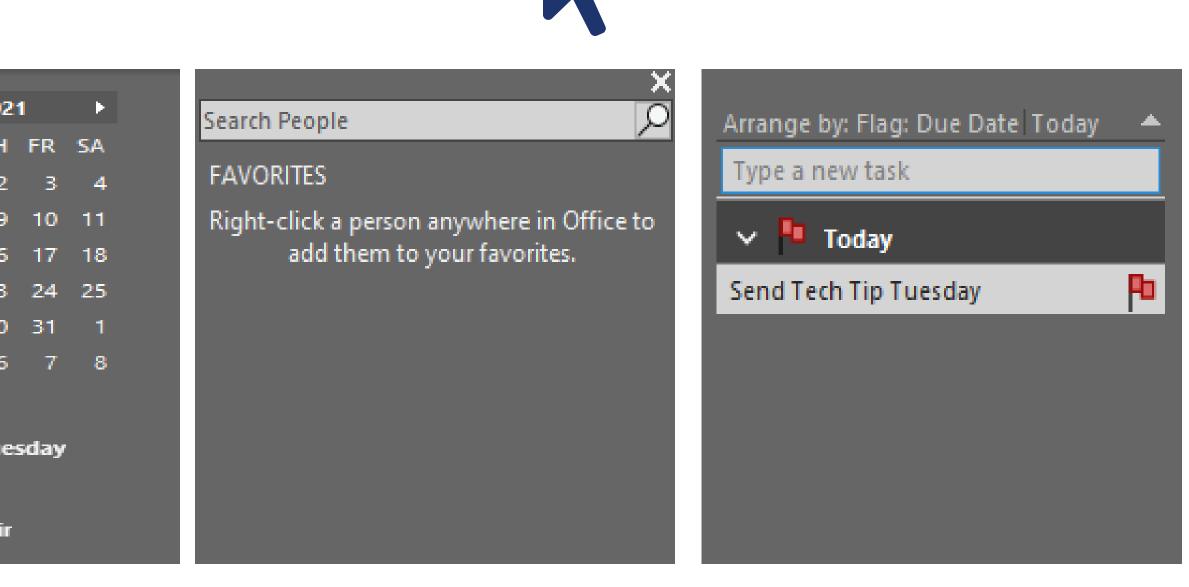


The view will appear on the right side of the screen. You can view your upcoming calendar items, search people, and even add tasks for yourself!

	4	D	ecei	mber	202
	SU	мо	τu	WE	тн
	28	29	30	1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
	2	3	4	5	6
Todag	y				
1:30	D PM		Tech	Tips	Tue
Toma	rrow	/			
11:00) AM		Dive	rsity	Fair







People

Tasks