

Slide 1 - Slide 1



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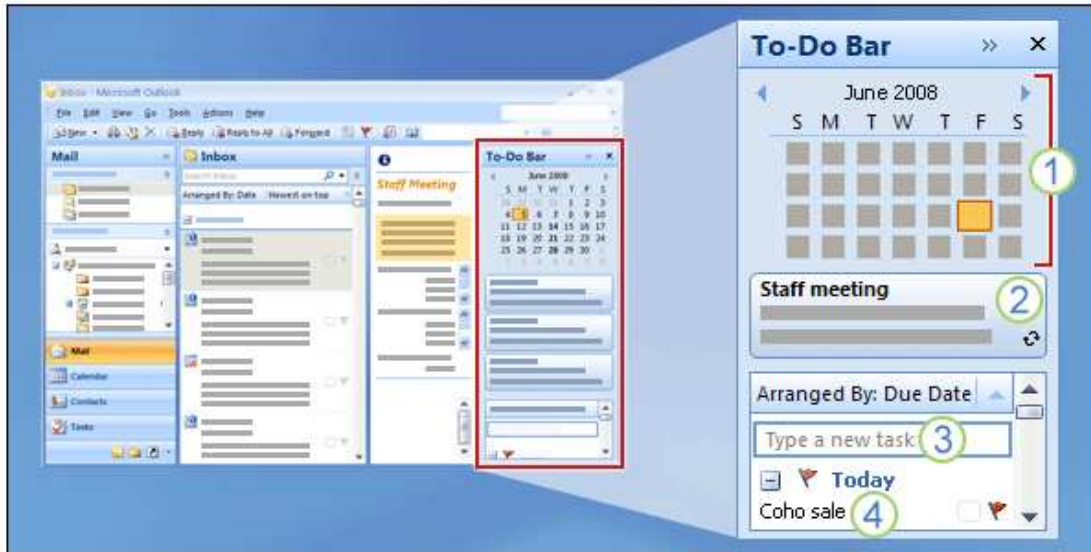
Slide 2 - Slide 2



## Overview of the To-Do Bar

The To-Do Bar appears on the right side of the screen and lists tasks and upcoming calendar events. It is a quick way to see what is due in the near future. If it is not visible, view the To-Do Bar by choosing the **View** drop-down menu, and clicking **To-Do Bar**. A few key elements are highlighted below:

1. Date Navigator.
2. Upcoming calendar appointments.
3. A place to enter new tasks by typing.
4. Your task list.



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Slide 3 - Slide 3



## Drag Items to Your Calendar from the To-Do Bar

You can drag items from the To-Do Bar to your calendar in order to set aside time to get those items done.

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Slide 4 - Slide 4

The screenshot shows the Microsoft Outlook 2007 interface. The main window is titled "Calendar - Microsoft Outlook". The menu bar includes File, Edit, View, Go, Tools, Actions, and Help. The toolbar contains icons for New, Print, Close, Copy, Paste, Today, and Search address books. The left sidebar shows the "Calendar" view with "All Calendar Items" and "My Calendars" sections. The main area displays a weekly calendar for February 2008, with the week of January 18-22, 2008, selected. The calendar shows several events, including "Office 2007 Test SM" and "Staff Dev Mtg conf room". The right sidebar shows the "To-Do Bar" with a calendar for February 2008 and a list of tasks. A green callout box with the text "Select an item from the task list" points to the task list. The task list includes a task titled "Create training materials for" with a due date of "Mon 1/14/2008".

Calendar - Microsoft Outlook

File Edit View Go Tools Actions Help

New Print Close Copy Paste Today Search address books

Calendar << >>

All Calendar Items

My Calendars

Calendar

Calendar

People's Calendars

How to Share Calendars

Open a Shared Calendar...

Search Calendars Online

Share My Calendar...

Send a Calendar via E-mail...

Publish My Calendar...

Add New Group

Day Week Month Show work week

February ... Search Calendar

18 Mon 19 Tue 20 Wed 21 Thu 22 Fri

8 am Office 2007 Test SM Office 2007 Test SM Office 2007 Test SM

9:00

10:00

11:00

12 pm

1:00 Offi 200' Test Driv SM Offi 200' Test Driv SM Offi 200' Test Driv SM Offi 200' Test Driv SM

2:00 Staff Dev Mtg conf room Offi 200' Offi 200' Offi 200' Offi 200'

3:00

To-Do Bar >> <<

February 2008

S M T W T F S

27 28 29 30 31 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 1

2 3 4 5 6 7 8

Staff Dev Mtg  
2:00 PM - 4:00 PM  
conf room

Biweekly meeting  
Amy/Nevet  
Tue 10:00 AM - 11:00 AM

Technical troubleshooting an  
Tue 2:00 PM - 4:00 PM  
NT Officer

Arranged By: Due Date

Type a new task

Today

Create training ...

t: Create training materials for  
Mon 1/14/2008  
Reminder Time: None  
Due Date: Mon 1/14/2008  
In Folder: Tasks

Tasks: 0 Active tasks, 0 Completed tasks

10 Items

Select an item from the task list

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Slide 5 - Slide 5

The screenshot displays the Microsoft Outlook 2007 interface. The main window is titled "Calendar - Microsoft Outlook" and features a menu bar (File, Edit, View, Go, Tools, Actions, Help) and a toolbar with icons for New, Reply, Forward, and Search. The central area is a calendar for February 2008, currently in "Week" view, showing dates from Monday the 18th to Friday the 22nd. The calendar grid includes time slots from 8:00 AM to 3:00 PM. Several events are visible: "Office 2007 Test SM" on Tue, Wed, and Thu; "Staff Dev Mtg conf room" on Mon; and "Offi 200' Test Driv SM" and "Offi 200' Test Driv GL" on Tue, Wed, and Thu. On the right side, the "To-Do Bar" is active, showing a calendar for February 2008 and a list of tasks: "Staff Dev Mtg 2:00 PM - 4:00 PM conf room", "Biweekly meeting Amy/Nevet Tue 10:00 AM - 11:00 AM", and "Technical troubleshooting an Tue 2:00 PM - 4:00 PM NT Officer". Below the tasks is a section for "Arranged By: Due Date" with a search box and a list of tasks including "Today", "Create training...", "Tomorrow", and "AST meeting Thu...". The bottom status bar shows "508 Items" and "Online with Microsoft Exchange".

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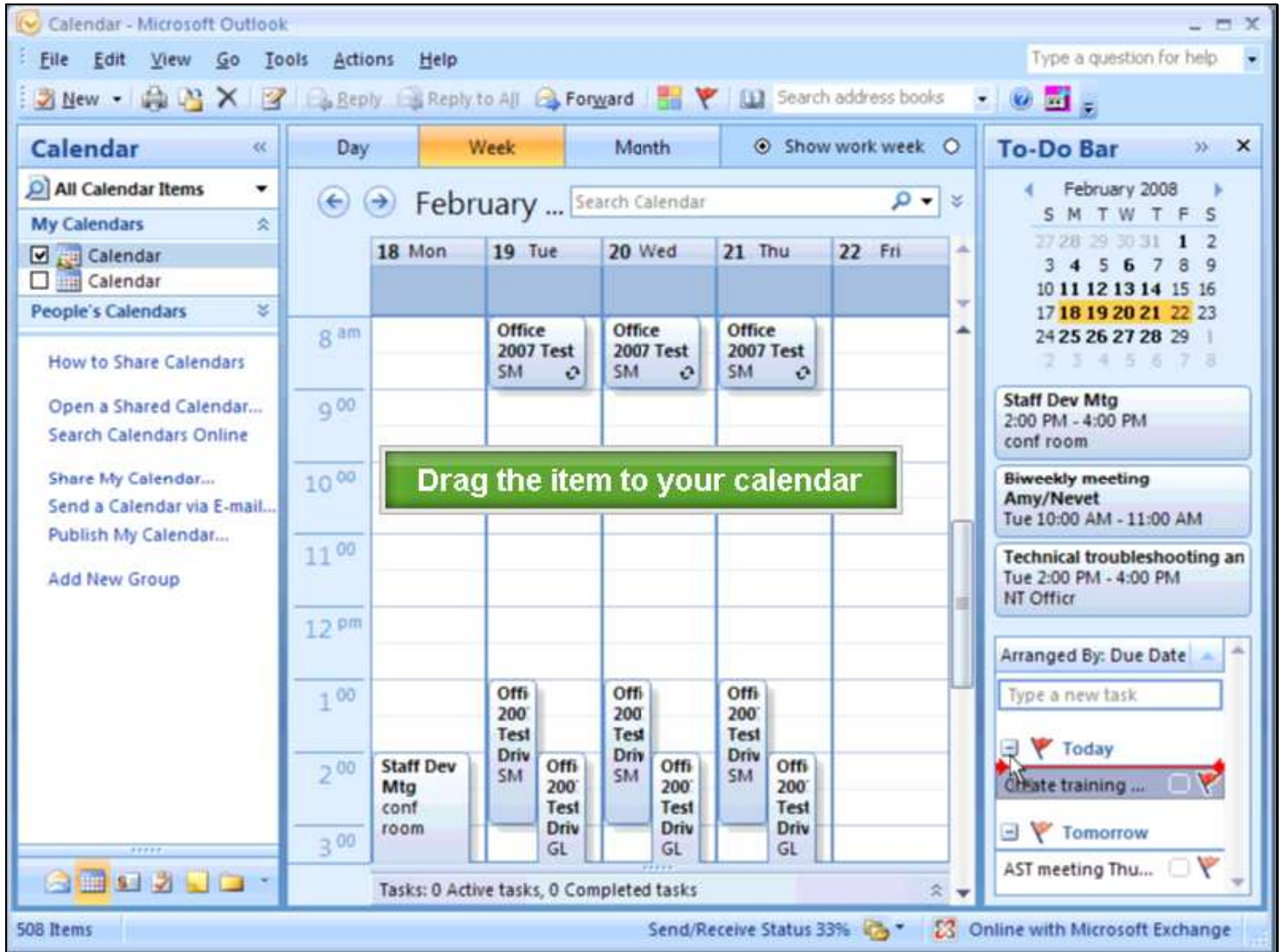
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Slide 6 - Slide 6



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Slide 7 - Slide 7

Calendar - Microsoft Outlook

File Edit View Go Tools Actions Help

New Today Search address books

Calendar << >> Day Week Month Show work week

All Calendar Items

My Calendars

Calendar

People's Calendars

How to Share Calendars

Open a Shared Calendar...

Search Calendars Online

Share My Calendar...

Send a Calendar via E-m

Publish My Calendar...

Add New Group

February ... Search Calendar

18 Mon 19 Tue 20 Wed 21 Thu 22 Fri

8 am Office 2007 Test SM Office 2007 Test SM Office 2007 Test SM

9:00

12 pm

1:00 Offi 200' Test Driv SM Offi 200' Test Driv SM Offi 200' Test Driv SM

2:00 Staff Dev Mtg conf room Offi 200' Test Driv GL Offi 200' Test Driv GL Offi 200' Test Driv GL Offi 200' Test Driv GL

3:00

Tasks: 0 Active tasks, 0 Completed tasks

11 Items

Send/Receive Complete Online with Microsoft Exchange

To-Do Bar

February 2008

S M T W T F S

27 28 29 30 31 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 1

2 3 4 5 6 7 8

Staff Dev Mtg  
2:00 PM - 4:00 PM  
conf room

Biweekly meeting  
Amy/Nevet  
Tue 10:00 AM - 11:00 AM

Technical troubleshooting an  
Tue 2:00 PM - 4:00 PM  
NT Officer

Arranged By: Due Date

Type a new task

Today

Create training ...

Tomorrow

AST meeting Thu...

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Slide 8 - Slide 8

This is the last slide.

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