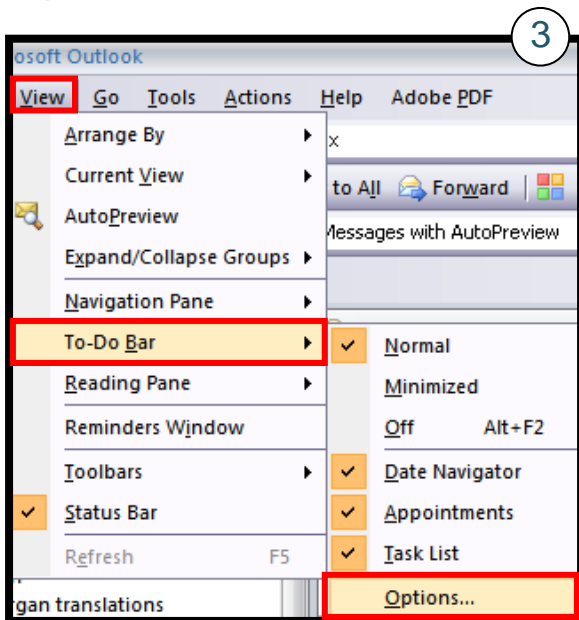
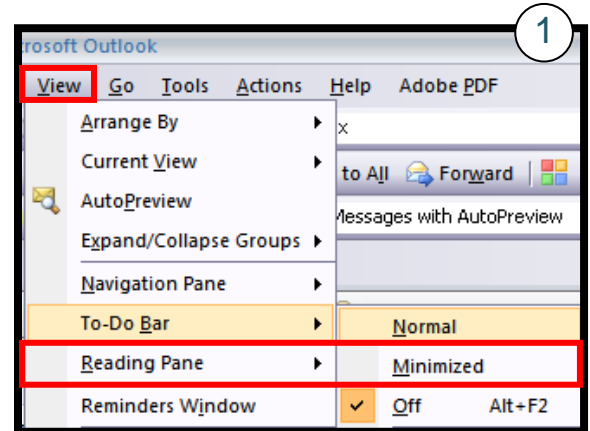


Using the To-Do Bar

In Outlook 2007, the To-Do Bar can help you keep track of your tasks, flagged messages, and scheduled meetings.

View the To-Do Bar

1. Go to the “**View**” tab and select the “**To-Do Bar**” option and then “**Normal**”.
2. The To-Do Bar will now appear in the right side of the Outlook window showing your scheduled appointments for the day, any tasks that are assigned for that day, and any flagged email messages.
3. To display more appointments in the To-Do Bar, go to the “**View**” tab again and select “**To-Do bar**” and then “**Options**”.



4. In the “**To-Do Bar Options**” dialog box that appears, select the “**Show Appointments**” box and type any number from 0-25. You can also display more calendars using the “**Show Date Navigator**” check box and type any number from 0-9.

