

Using an online calendar will work better for you as you are learning remotely. You can keep your email open and receive calendar reminders as you work on other online tasks. This is also a step toward becoming a professional as most work environments use such systems for managing time, communicating with supervisors, etc.

Your task list (attached to your calendar in outlook) can be useful for keeping you focused on a daily basis.

You can also block off parts of your calendar to remind you to keep to your study schedule. You can keep different calendars as well. One for your part-time job or your workout schedule and then merge them with your course schedule. This way you can meet all of your priorities and also learn what you do NOT have time for so that you do not overcommit. This will reduce stress.

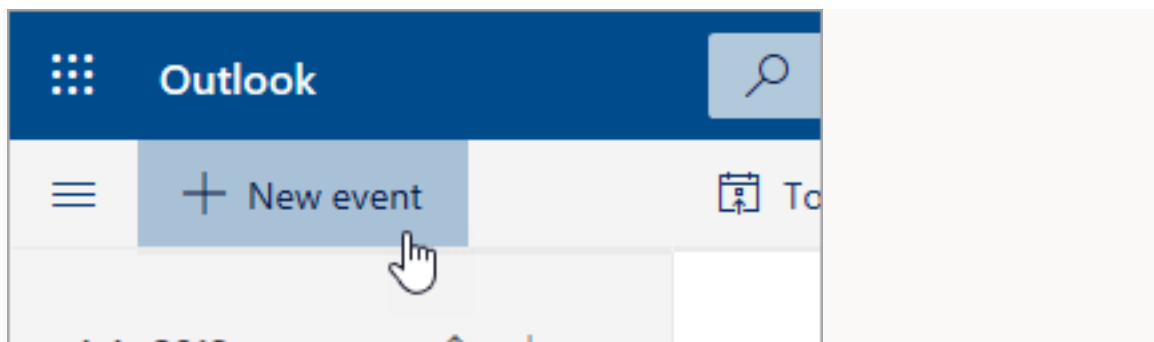
Add events to your calendar to keep track of:

x

1.

in Outlook on the web, select  at the bottom of the page.

1. Select **New event** at the top or double-click on the calendar area to open a new calendar item form.



2. If you select a time on the calendar, use [this link](#) to add a few details and schedule the appointment. Or, select [this link](#) to add more details.
3. Add details, like a title, date and time, a description, and how you want the meeting to [be handled](#).


4. Select .

Any event can become a meeting if you .

2.


4. In the **Save to calendar** field, select their calendar. You will only see calendars that are added to your calendar list and for which you have editor or delegate permissions.
5. Fill out the rest of the fields as needed.
6. Send the meeting request.

3.

1 At the bottom of the page, select  .

(1) Click on the calendar at the day and time when you'd like the event to occur. Or, select **New event** at the top of the page.


(2) Add a title to your event. If it's an all-day event, select the **All day** toggle.

(3) You can set additional optional items on the full event form. Select  or **More details** and then select the following options:

- a. Select **Busy** to choose how your status will appear during the event, or to make the event private.
- b. Select **Repeat** to make this a recurring event, and then choose the dates when you want the series to begin and end.
- c. Select **Remind me** to choose when you want to be reminded about the event. By default, the reminder time is set to 15 minutes before the event.

(4) Select **Save**.

To print your calendar:

1. At the top right corner of the page, select  **Print**.
2. Choose the view and time range, and select **Print**.

Create a task

1. Select **Tasks**.
2. Choose the list you want to add the task.

3. Select **Add task**.
4. Type a name or description.
5. Press Enter.

If you want to add more information, select the task and then you can add steps, reminders, due dates, files, and notes.

Create a list

Lists are great ways to sort your tasks in common projects or categories.

1. Select **New list**.
2. Type a name for the list.
3. Press Enter.

