

Using the calendar

Viewing your task list

1. To view a list of all your tasks click 'show task list' in the calendar screen.



2. Use the grey arrow buttons to look at tasks on other pages.

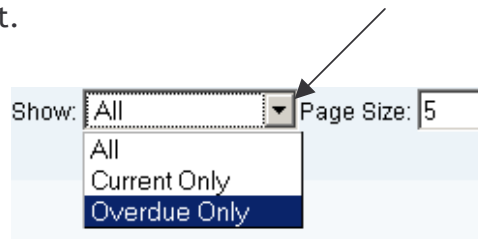
Priority	Title	Due
Normal	Call Marcel	Aug 7, 2006
Normal	Write assembly speech	Aug 8, 2006
Normal	Write newsletter article	Aug 12, 2006
Normal	pauls task	Aug 16, 2006
Normal	Order exercise books	Aug 25, 2006

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Show: Page Size:

Refresh

3. Use the drop down menu to determine which type of task you would like to look at.



4. Use the Page size box to determine how many tasks you wish to view per page.



5. To enlarge the task list, click
6. To close the task list, click 'hide task list'.

