

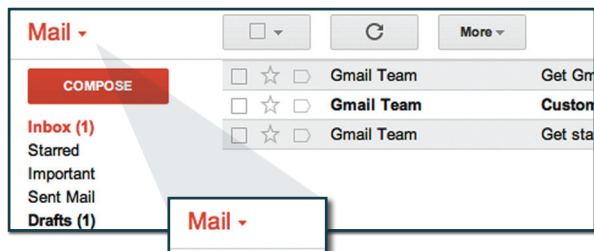


Use Tasks in Calendar to create to-do lists and keep yourself on track.

Accessing Google Tasks

In Gmail click

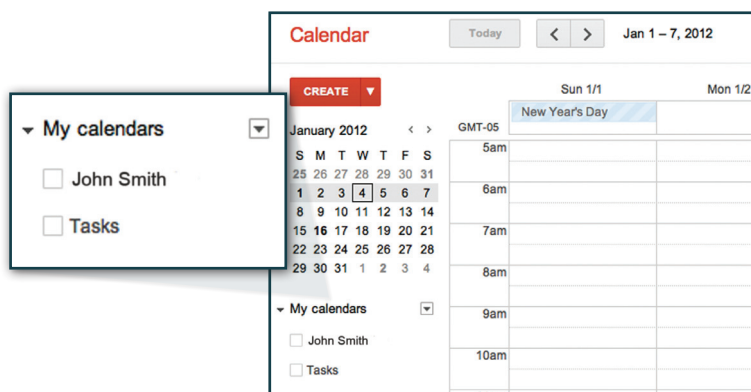
Mail > Tasks



Tasks will display on the bottom right side of the page in a collapsible window

In Google Calendar

On the left page column click Tasks under My Calendars

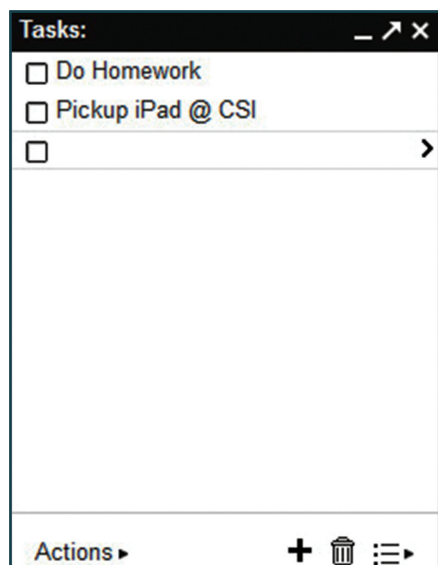


Task will display on right side of the window

Using Google Tasks

Add a new Task

Click next to the blank check box in the task window.



List Options:



Completed Task

When your task is complete click on the check box. Now the task is checked and crossed out.

