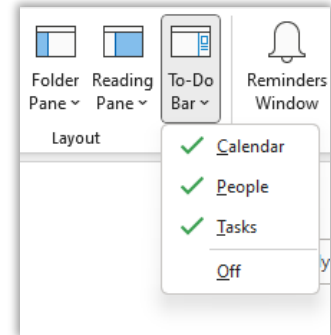
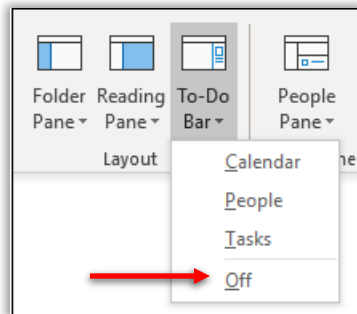


Show Multiple mini-months in Calendar To-Do Bar

This feature allows you to show multiple mini-months both horizontally and vertically in the Calendar To-Do Bar.

How to turn the To-Do Bar on or off

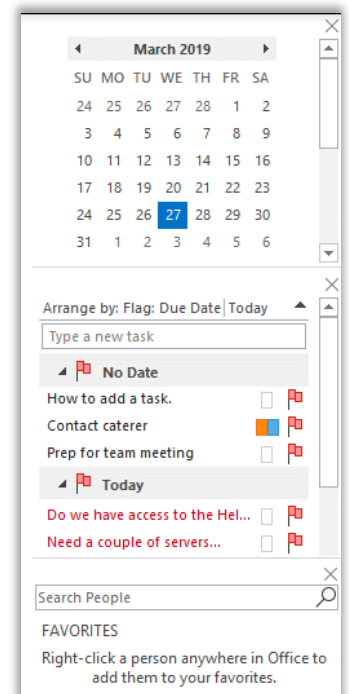
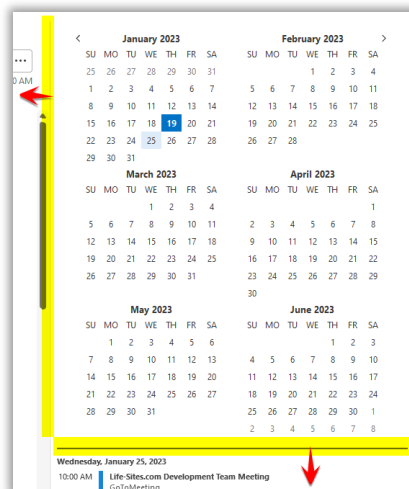
- To display the To-Do Bar, select **View > To-Do Bar**.
- Select **Calendar**, **Tasks**, or **People**. You can pick one type of item to display in the To-Do bar, two types of items, or all three.
- To turn the To-Do Bar off, select **View > To-Do Bar > Off**.



How to Customize the To-Do Bar

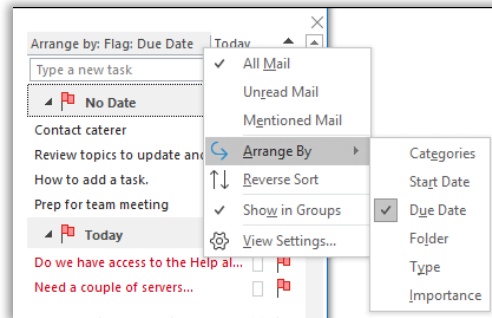
Sections in the To-Do Bar appear in the order you added them. So, if you added the Calendar section, then the Tasks section, then the People section, they would appear in that order. If you want to change the order, you'll need to close the different sections and re-add them in the order in which you want them to appear.

To view more than one calendar, drag either the vertical or horizontal line next to the calendar to the left and down. To see less drag vertical or horizontal lines to the right and up



Customize the sort order of Tasks in the To-Do Bar

- a) At the top of the To-Do Bar's tasks area, click **Arrange by: Flag: Due Date**, then select **Arrange By** to change how tasks are organized.



- b) To sort tasks in the opposite order, select the up or down arrow on the right side of the To-Do bar to reverse the sort order.

Change which contacts appear in the People section of the To-Do Bar

- To add a contact to Favorites, right-click the person's name either from an email message or from your Contacts folder and select Add to Favorites. That person will now appear in the People section of the To-Do Bar if you've enabled that section.
- To remove a contact from Favorites, right-click the person's name in the To-Do Bar and select Remove from Favorites. That person is still in your Contacts but won't appear in the To-Do Bar.