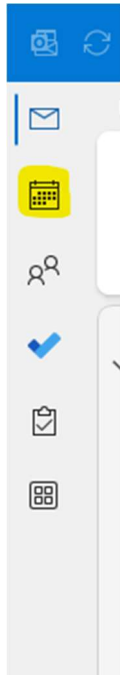


## Task Organizer – Technology Outlook Calendar

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1. While in Outlook, click on the calendar icon that is all the way to the left of the page.



2. If you accept an invite from an email, it will save it to your Outlook Calendar.

**REMINDER:** If you add things to your Outlook Calendar, they do not sync with the Google Calendar. This means nobody else on the team will be able to see what's on your calendar. So, if you add something to your Outlook Calendar, be sure to add it to the Google Calendar as well.