

## VISTA LESSON 22

### BUILT-IN WINDOWS CALENDAR

One thing that comes with Windows Vista is a calendar program that you can use to manage your schedule. You can even manage schedules for members of your family by creating individual calendars for each of them.

Vista calendar helps you track events with a to-do list, and reminders help you remember when an event is about to occur.

With Windows Calendar, you can use e-mail to send and receive appointments and invitations. And Windows Calendar is compatible with iCal, so it's easy to share with other applications on the net.

One real plus here is that everyone in your family can create their own calendars and you can share them amongst the family so they can all be seen at once. This way it's easy to track everyone's schedules and to find time that's free for the whole family.

To open Windows Calendar click on Start and then on All Programs. Now you can click on Windows Calendar from the list that opens. You can also lift-click on Windows Calendar and then drag and drop it onto your Desktop. You may be asked to click on Continue once or twice.

You can also right-click on Windows Calendar and then click to place it in your Quick Launch menu that appears to the right of your Start button. Can't find your Quick Launch toolbar? No problem. Right-click on an empty space on your Taskbar, select Toolbars, and then select Quick Launch.

