





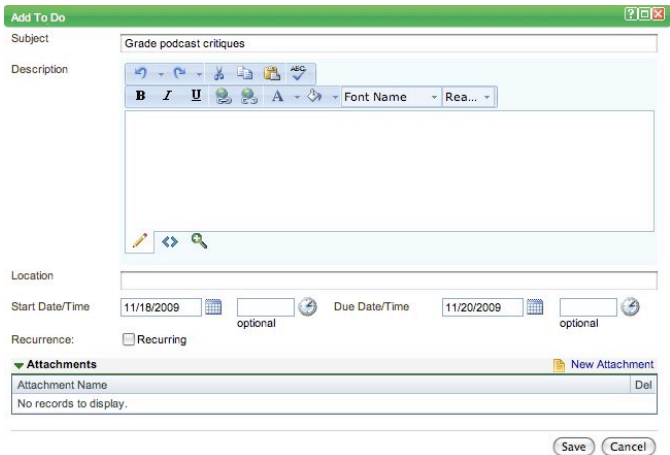









# Organize Menu



<p><b>My To-Dos</b></p> <p><b>Step 1</b></p> <p>Click <b>My To-Dos</b>.</p>	
<p><b>Step 2</b></p> <p>Review <b>Current To-Dos</b>, <b>Completed To-Dos</b>, and <b>Archived To-Dos</b>.</p>	
<p><b>Step 3</b></p> <p>Click  and then click <b>Add New To Do</b>.</p>	
<p><b>Step 4</b></p> <p>Enter a <b>Subject</b> and <b>Description</b> of the task that needs to be completed.</p> <p>Click  to set a <b>Start Date</b> and <b>Due Date</b> for the task.</p> <p>Optional: Click  to set a <b>Start Time</b> and <b>Due Time</b> for the task.</p> <p>Optional: Enter a <b>Location</b> or upload <b>Attachments</b> if applicable.</p> <p>Click <b>Save</b> to create the To-Do, or <b>Cancel</b>.</p>	
<p><b>Step 5</b></p> <p>View the <b>To-Do</b> by clicking the subject link.</p>	
<p><b>Step 6</b></p> <p>You can <b>Edit</b>, <b>Delete</b>, or <b>Mark As Complete</b> a To-Do at any time by clicking .</p>	
<p><b>My Events</b></p> <p><b>Step 1</b></p> <p>Click <b>My Events</b>.</p>	
<p><b>Step 2</b></p> <p>Review <b>Upcoming Events</b>, <b>Past Events</b>, or <b>Archived Events</b>.</p>	

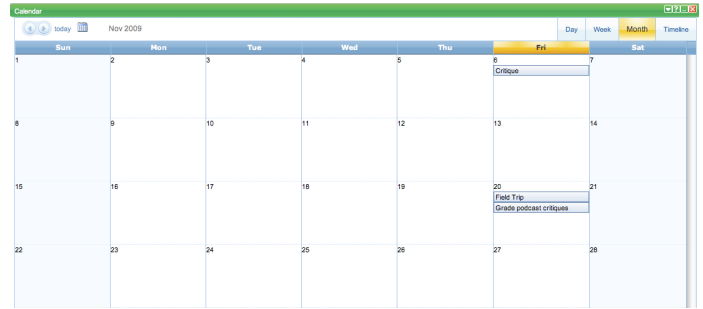


# Organize Menu

## Step 5

Click **Month** to see all events for the month.

Click   to move the calendar view to the previous or next month.



## Bookmarks

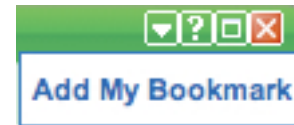
### Step 1

Click the **Bookmarks** icon.



### Step 2

Click  and then click **Add My Bookmark**.



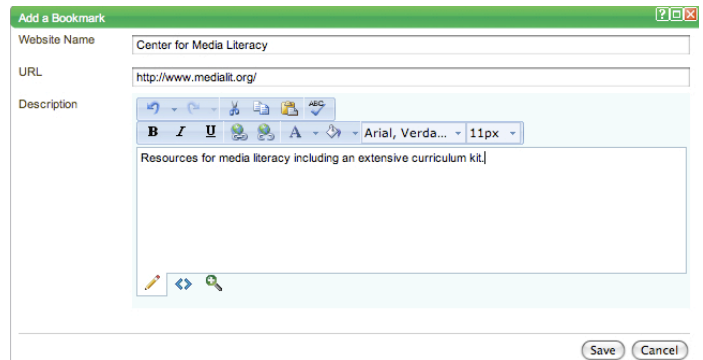
### Step 3

Enter a label for the bookmark link in **Website Name**.

Enter the **URL** for the bookmark.

Enter a **Description** of the bookmarked website that explains why it is useful.

**Save** the bookmark or **Cancel**.



### Step 4

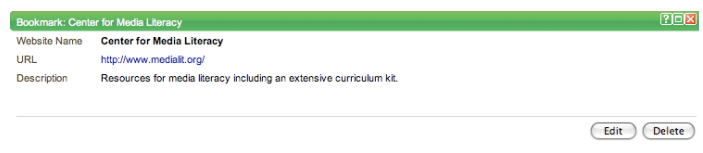
View the bookmark by clicking the **Website Name** in the list.



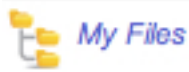
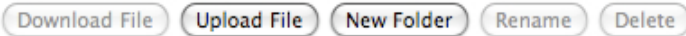
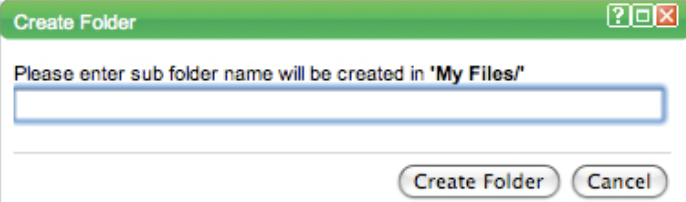

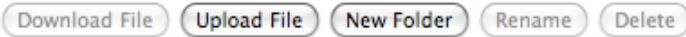
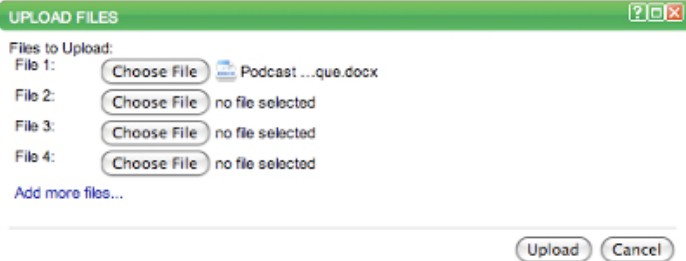
### Step 5

Visit the website by clicking the **URL**.

You can **Edit** or **Delete** the bookmark at any time.



# Organize Menu

<p><b>My Files</b></p> <p><b>Step 1</b></p> <p>Click <b>My Files</b>.</p>	
<p><b>Step 2</b></p> <p>Click <b>New Folder</b>.</p>	
<p><b>Step 3</b></p> <p>Enter a name for the new folder and click <b>Create Folder</b>.</p>	
<p><b>Step 4</b></p> <p>Click the checkbox by the folder you created in <b>My Files</b> to make the folder active.</p>	
<p><b>Step 5</b></p> <p>Click <b>Upload File</b> to add a file to the active folder.</p>	
<p><b>Step 6</b></p> <p>Find the file(s) you want to add.</p> <p>Click <b>Add more files</b> if you want to add more than four files.</p> <p>Click <b>Upload</b> to add the file(s) or <b>Cancel</b>.</p>	
<p><b>Step 7</b></p> <p>You can select a file by clicking on the file name or its check box. With the file selected, you can:</p> <ul style="list-style-type: none"> <li>Click <b>Download File</b> to save the file to your computer.</li> <li>Click <b>Rename</b> to change the file name.</li> <li>Click <b>Delete</b> to remove the file from your locker.</li> </ul>	