

Add a Reminder

You can add a reminder to keep track of events or appointments you have on specific days.

▼ [To add a reminder](#)

1. On the Home tab, click **Reminders**.
2. On the toolbar, click **New**.
3. Enter the general information and notes. If the reminder is done, select the **Completed** check box.
4. Click **OK**.

Tip

Reminders can also be added from the Calendar tab. To add a reminder to the Calendar tab, right click a date on the calendar and select **Reminder**.