

Add Reminders on the Calendar Tab

You can set up and edit reminders on the Calendar tab or in the Reminder List. However, you can only delete reminders from the Reminder List.

After you set up reminders, they display on the HeadMaster Calendar tab, and the calendar displays a small icon on the date the reminder is set.

1. On the Home screen, click the **Calendar** tab, located at the bottom of the screen.
2. On the date you want to add a reminder, right-click, point to **Add > Reminder**.
3. Enter the reminder information.
4. Click **OK**.