

Managing Time and Collaborating with Outlook Calendar



Task	Traditional	Digital	Added Functionality
Manage Assignments <ul style="list-style-type: none">Recording due datesCategorizing events/workScheduling meetings with teachers	Agenda book	Record assignments and tasks using Office 365 Outlook Calendar	<ul style="list-style-type: none">Have access anytime, anywhere on any deviceRemindersNot easily lost or misplaced or damagedSend invitations to collaborateSearch calendar for specific topics