

ADD YOUR PERSONAL EVENTS TO THE TASKBAR'S CALENDAR

Even if you don't use the Windows Mail & Calendar app, the Windows calendar that appears on the far right side of your Taskbar is actually pretty useful. And you can now add calendar events right from the Windows taskbar.

As we transfer important birthdays, anniversaries, and other events to the new 2017 calendar, this might be a good time to check out the Taskbar calendar.

To see your agenda, just left-click the time and date on the Windows taskbar. If you've already got your calendar set up, you can click any day on the calendar to see a list of events for that day. Click any event to jump to the full calendar page with details. To add a new event, click the Add button (the plus sign).

Your calendar will open directly to a page for creating a new event, with the date already filled out. Just give the event a name and whatever other details you want and then click "Save and close."

Back on the taskbar calendar, you should see the new event listed for the target date.