

1. Go to WSU Outlook website: office365.wsu.edu. Log in with your WSU network ID and Password



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Network Authentication

You must log in to continue

Network ID or Friend ID:

Password:

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

Login

You are accessing a Washington State University (WSU) information system that is provided for WSU-authorized use only. Access to WSU information systems is restricted to faculty, staff, students, and other individuals explicitly authorized by WSU. Use of this system is subject to all policies and procedures set forth by WSU. These policies

By accessing or using this system, or any device attached to this system, you are consenting to the WSU Computer Use Policy and the following conditions: Data stored or transmitted on this system are subject to routine monitoring by WSU for purposes including, but not limited to, network operations and defense, misconduct, law

2. Click on the Calendar Icon

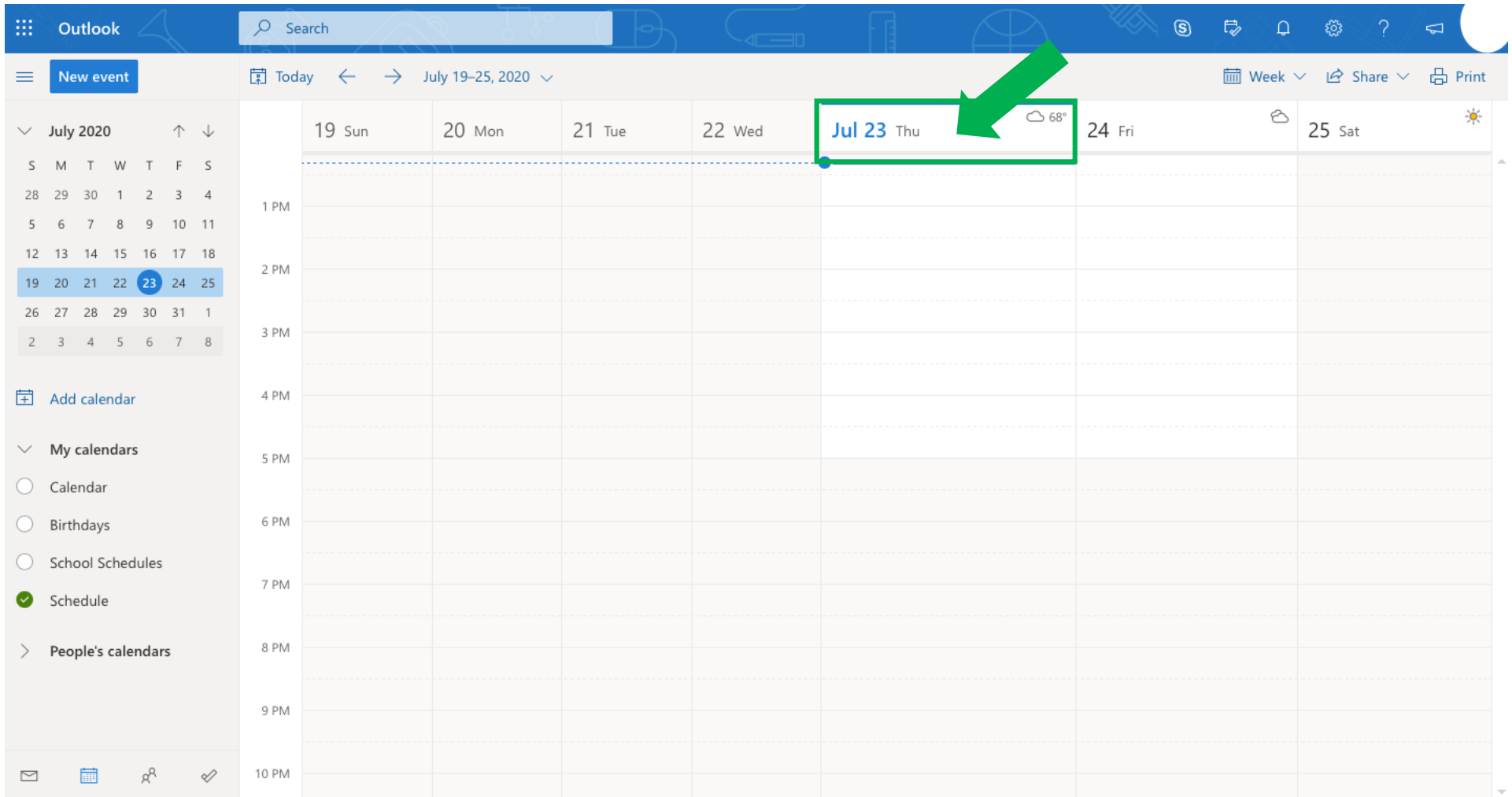
The screenshot shows the Outlook calendar interface. At the top, there is a blue ribbon with the Outlook logo and a search bar. Below the ribbon, there is a navigation bar with a "New event" button, a "Today" button, and a date range "July 19-25, 2020". To the right of the navigation bar are buttons for "Week", "Share", and "Print".

The main area displays a calendar grid for the week of July 19-25, 2020. The days are labeled as 19 Sun, 20 Mon, 21 Tue, 22 Wed, **Jul 23 Thu**, 24 Fri, and 25 Sat. The time slots range from 1 PM to 10 PM. A blue dot is visible on the 1 PM slot of Thursday, July 23.

On the left side, there is a sidebar with a calendar icon and a "New event" button. Below the sidebar, there are sections for "Add calendar", "My calendars", and "People's calendars". The "My calendars" section includes "Calendar", "Birthdays", "School Schedules", and "Schedule" (which is selected with a green checkmark).

A green circle highlights the calendar icon in the bottom-left corner of the Outlook ribbon.

3. Click on the Date/Day Header



4. Name the to-do task in the **Add a title** box. Click **Save**

The screenshot displays the Microsoft Outlook calendar interface. The top navigation bar includes the Outlook logo, a search bar, and navigation icons. Below the navigation bar, the 'New event' button is highlighted. The calendar view shows a week starting from Sunday, July 19, to Thursday, July 23, 2020. A new event is being added for Thursday, July 23, with the title 'Do Econ 101 Homework'. The event is scheduled for the entire day (All day) and has a reminder set for 'Day before at 5:00 PM'. The event details panel on the right side of the screen shows the following information:

- Schedule:** Econ 101 Homework (All day toggle is on)
- Date:** 7/23/2020 (1 day duration)
- Location:** Search for a room or location
- Repeat:** Never
- Remind me:** Day before at 5:00 PM

At the bottom of the event details panel, there are three buttons: 'Save' (highlighted in green), 'Discard', and 'More options'.

Here's an example of a daily to do list on Outlook

The screenshot displays the Outlook calendar interface. On the left, a sidebar shows the month of July 2020 with the 23rd highlighted. Below the calendar is a list of calendars, with 'Schedule' selected. The main calendar area shows a grid for the week of July 19-25, 2020. A pop-up window for Thursday, July 23, is open, displaying a list of tasks for that day. The tasks are: Acctg 230 Class, Do Econ 101 Homework, Go to the Gym, Grocery Shopping, Lunch, Call Family, Do Acctg 230 Homework, Econ 101 Class, Go to the Gym, and Meeting with Advisor. A 'Lunch' event is also visible on the calendar grid for Thursday, July 23, 2020, at 12 PM.

Calendar Navigation: Today, July 19-25, 2020. Week, Share, Print.

Calendar View: July 2020. 19 Sun, 20 Mon, 21 Tue, 22 Wed, **Jul 23 Thu** (68°), 24 Fri, 25 Sat.

My calendars: Calendar, Birthdays, School Schedules, **Schedule**.

People's calendars:

Tasks for Thursday, July 23, 2020:

- Acctg 230 Class
- Do Econ 101 Homework
- Go to the Gym
- Grocery Shopping
- Lunch
- Call Family
- Do Acctg 230 Homework
- Econ 101 Class
- Go to the Gym
- Meeting with Advisor

Calendar Grid: 8 AM, 9 AM, 10 AM, 11 AM, **12 PM**, 1 PM, 2 PM, 3 PM.

5. Click-hold and drag to move the to-do task to a specific time

The screenshot displays the Outlook calendar interface. At the top, the Outlook logo and a search bar are visible. Below the search bar, there are navigation options for 'Today', 'July 19-25, 2020', and a 'Week' view selector. The main calendar area shows a grid for the week of July 19-25, 2020. On Thursday, July 23, a list of tasks is shown: 'Acctg 230 Class', 'Do Econ 101 Homework', 'Go to the Gym', 'Grocery Shopping', and 'Lunch'. A green arrow points from the 'Do Econ 101 Homework' task in the list to a specific time slot on the calendar grid. The time slot is highlighted in green and labeled 'Do Econ 101 Homework' with a tooltip showing 'July 23 9:30 AM - 10:00 AM'. A blue horizontal line with a dot indicates the current time is approximately 12:30 PM on Thursday, July 23.