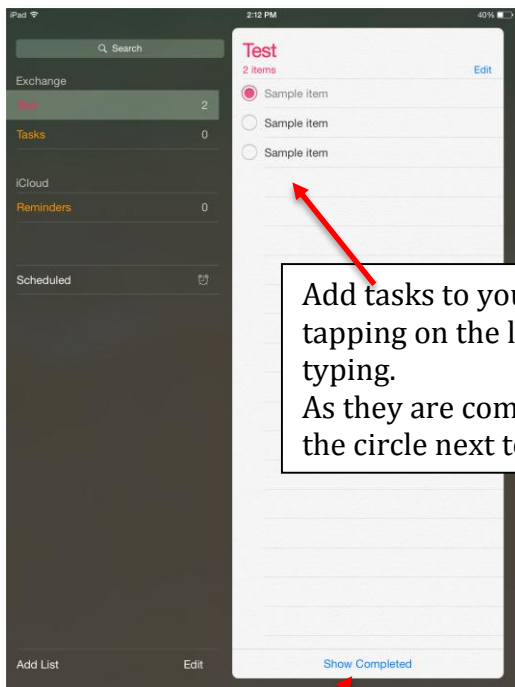


iPad: Reminders



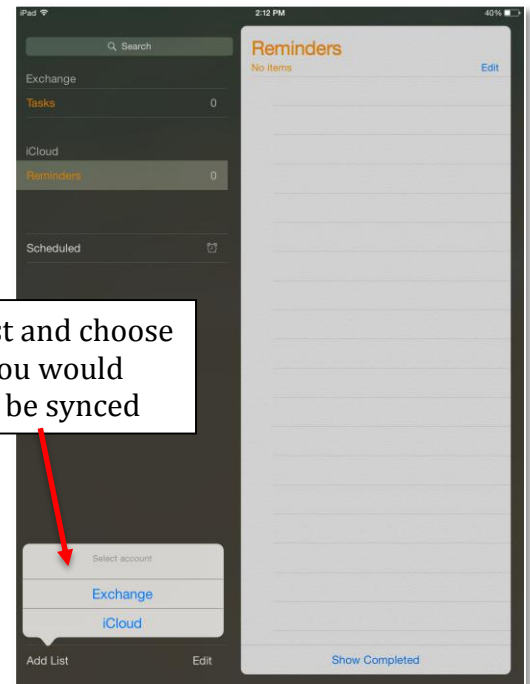
Open the Reminders App

- Reminders are also known as tasks
- Can be synced with outlook and iCloud

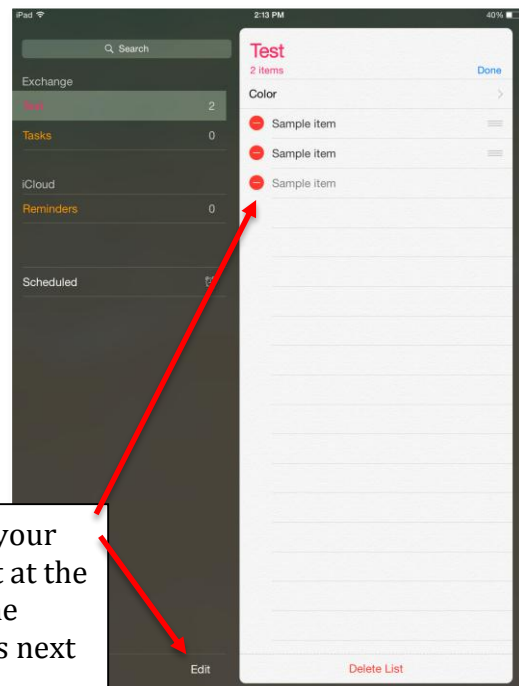


Add tasks to your list by tapping on the line and typing. As they are completed, mark the circle next to the item

Choose whether the completed items are displayed by tapping "Show Completed" at the bottom of the screen



Add a list and choose where you would like it to be synced



To remove items from your list completely, tap Edit at the bottom, and then tap the minus sign that appears next to the item you wish to remove