You can resize the To-Do Bar as you need. You can use the minimized To-Do Bar to display a snapshot of your upcoming events that takes up only a small part of your screen. You can also customize the To-Do Bar, so that it displays only the information that you want to see.

### What do you want to do?
- Show more tasks in the To-Do Bar
- Turn the To-Do Bar on or off
- Minimize or expand the To-Do Bar
- Change the size of the To-Do Bar
- Show more appointments in the To-Do Bar
- Show more calendars in the To-Do Bar

### Show more tasks in the To-Do Bar

The To-Do Bar consists of four parts: the Date Navigator, the Appointments section, the Task Input Panel, and the task list. You can turn each part on or off.

To view more tasks in the task list, you can turn off or reduce the size of the other To-Do Bar parts. For example, you can turn off the Date Navigator, or change the number of appointments that are displayed. See the other sections of this article for instructions about how to make such changes.

**Tip** You can quickly turn on or off parts of the To-Do Bar. Right-click the To-Do bar title bar, and then click the part you want to turn on or off.

### Turn the To-Do Bar on or off

The To-Do Bar is turned on by default, but you can turn it off whenever you want. If you turn the To-Do Bar off, it is turned off only in the current view, and it will still be turned off in that view when you next start Outlook.
To turn the To-Do Bar on, on the View menu, point to To-Do Bar, and then click Normal.

Keyboard shortcut The To-Do Bar can be turned on or off by pressing ALT+F2.

To turn the To-Do Bar off, on the View menu, point to To-Do Bar, and then click Off.

Keyboard shortcut The To-Do Bar can be turned on or off by pressing ALT+F2.

Minimize or expand the To-Do Bar

To minimize the To-Do bar, on the View menu, point to To-Do Bar, and then click Minimized.

To restore the normal-size To-Do Bar, on the View menu, point to To-Do Bar, and then click Normal.

Change the size of the To-Do Bar

Point to the edge of the To-Do Bar. When the pointer becomes a , drag to resize.

Show more appointments in the To-Do Bar

1. On the View menu, point to To-Do Bar, and then click Options.

   TIP You can quickly open the To-Do Bar Options dialog box by right-clicking the To-Do Bar title bar, and then clicking Options.

   The To-Do Bar Options dialog box appears.

   ![To-Do Bar Options dialog box]

   - Show Date Navigator
   - Number of month rows: 1
   - Show Appointments
   - Number of appointments: 3
   - Show Task List

2. Under Show Upcoming Appointments Panel, in the Show n appointments text box, type a number from 0 to 25.

   NOTE Also in this dialog box, you can clear the check boxes for any To-Do Bar parts that you do not want to
You can show multiple calendars arranged horizontally in one row by increasing the width of the To-Do Bar. To show more calendars arranged vertically, you can specify the exact number of calendar rows to be included in the To-Do Bar.

Do one of the following:

- **Show more calendars arranged horizontally**

  By default, one calendar is shown in the Date Navigator. You can change the number of calendars displayed by modifying the size of the To-Do Bar window:

  - Point to the edge of the To-Do Bar. When the pointer becomes a ‹, drag it to increase or decrease the width of the To-Do Bar.
When you release the mouse button, the number of calendars will increase or decrease to fill the available space.

- **Show more calendars arranged vertically**

  By default, only one calendar is shown in the Date Navigator. In the **To-Do Bar Contents** dialog box, you can specify the number of calendars shown vertically:

  1. On the **View** menu, point to **To-Do Bar**, and then click **Options**.

     The **To-Do Bar Options** dialog box appears.

     ![To-Do Bar Options dialog box](https://office.microsoft.com/en-us/outlook/HA012299251033.aspx)

     - **Show Date Navigator**: Number of month rows: 1
     - **Show Appointments**: Number of appointments: 3
     - **Show Task List**


     2. Under **Show Date Navigator Panel**, in the **Show n months** text box, type a number from 0 to 9.

     **NOTE** Also in this dialog box, you can clear the check boxes for any To-Do Bar parts that you do not want to display.

     As shown below, increasing the number of months displayed in the Date Navigator increases the size of the Date Navigator area.
