

 **See your schedule, reply to invitations, and keep track of your to-do lists without leaving Drive.**

Note: If you don't see the Calendar, Keep, and Tasks icons on the right, they might not be enabled for your organization. Talk to your [G Suite admin](#).

In this section:

[6.1 Open your Google Calendar and events](#)

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6.1 Open your Google Calendar and events

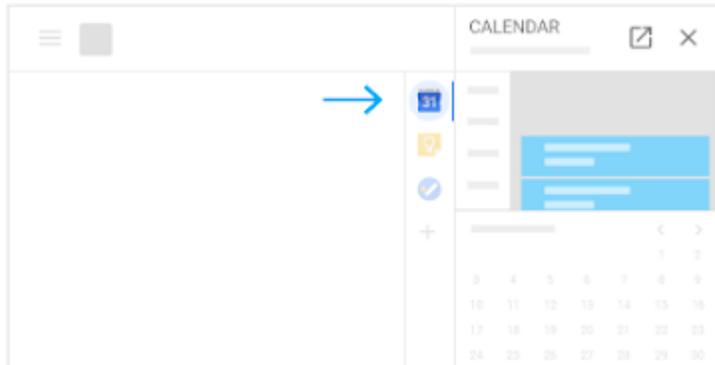
Open Calendar: On the right, click Calendar .

Your daily events and a mini monthly calendar appear.

See event details: Click an event to open it and see details.

Reply to an event: Open an event. At the bottom, next to **Going?**, click a reply.

To do more with Calendar, see [Get started with Calendar](#).



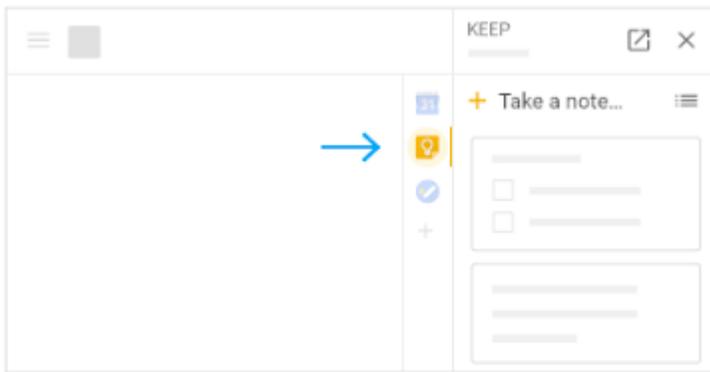
6.2 Open notes in Google Keep

Open Google Keep: On the right, click Keep .

Add a note or list: Click + **Take a note** or **New list** .

Edit a note: Click a note and enter a message. Click **Done**.

To do more with Keep, see [Get started with Keep](#).



6.3 Open your to-do lists in Google Tasks

Open Google Tasks: On the right, click Tasks .

The current list appears at the top, with any tasks below it.

Add a new list: Click the Down arrow  > **Create a new list.**

Change lists: Click the Down arrow  and select a list.

Add a new task: Click + **Add a task.** To add a new task from an email, drag the email into a task list.

Edit or delete a task: Point to a task and click Edit . From the Edit window, click Delete  to delete a task.

To do more with Tasks, see [Get started with Tasks](#).

