

Managing Calendar and Activities

All activities can be found listed in the Calendar module. Users can create filters to see only specific activities or use the preset Upcoming and Overdue Filters. Users can set the Activity Status as 'Complete' directly from the list view by clicking the action slider.

[Managing Calendar and Activities \[Video\]](#)

Activity Features for Bi-directional and Reverse Calendar Sync:

If you have selected the reverse or bi-directional sync option in the email and calendar integration block, please refer to the additional features - [Here](#)