

The image displays the Outlook calendar application in two views: a mobile view on the left and a desktop view on the right. An orange arrow points from the mobile view to the desktop view.

Mobile View (Left):

- Calendar Header:** January 2023
- Calendar Grid:** Shows days of the month. The 31st is highlighted in blue.
- View Types:** Day View, Work Week View, Full Week View, Agenda View, Month View, Timeline View, Year View.
- Calendars:** Tabs, Resources Tree, Range Control, Holidays, Time Zones.

Desktop View (Right):

- Outlook Header:** Outlook, Search, Home, View, Help.
- Navigation:** New event, Day, Work week, Week, Month, Board.
- Calendar Header:** January 2023, Today, January 30 - February 1, 2023.
- Calendar Grid:** Shows days of the month. The 31st is highlighted in blue.
- Event Details:**
 - East-coast distributors meeting:** Host major distributors in the conference room and show them why they need to start carrying our products today. Conference Room A.
 - Meeting with EU regulators:** Meet with EU regulators to determine battery disposal regulations and how we can avoid fines going forward. Need to verify if our current regulations are sufficient.
 - Lunch and review of morning meetings:** Get feedback from.
 - Discuss EU regulations with engineering:** Review input from EU regulators with engineering team and figure out how we can meet requirements at minimal cost. We must avoid any unnecessary expenditures as are profit margins are being squeezed.