Microsoft Outlook - Applying a Current View

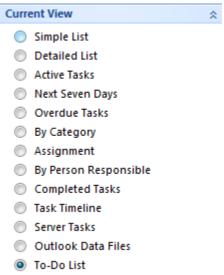


Applying a Current View

There are thirteen different Views available within tasks, it is also possible to create a custom View as well.

The **To-Do List** groups the task by

Current Week, Next Week, Next Month and Later.





If you have entered a Category for your tasks, select the **By Category** to group by Category.

This is useful when running several projects. Create a Category for each of your projects, select the custom Project Category when entering each of the project tasks.

Current View		^
0	Simple List	
	Detailed List	
	Active Tasks	
	Next Seven Days	
	Overdue Tasks	
0	By Category	

Microsoft Outlook - Applying a Current View

Apply the **By Category** to view the tasks grouped by the Category.

