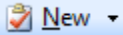


Microsoft Outlook – Creating a Task



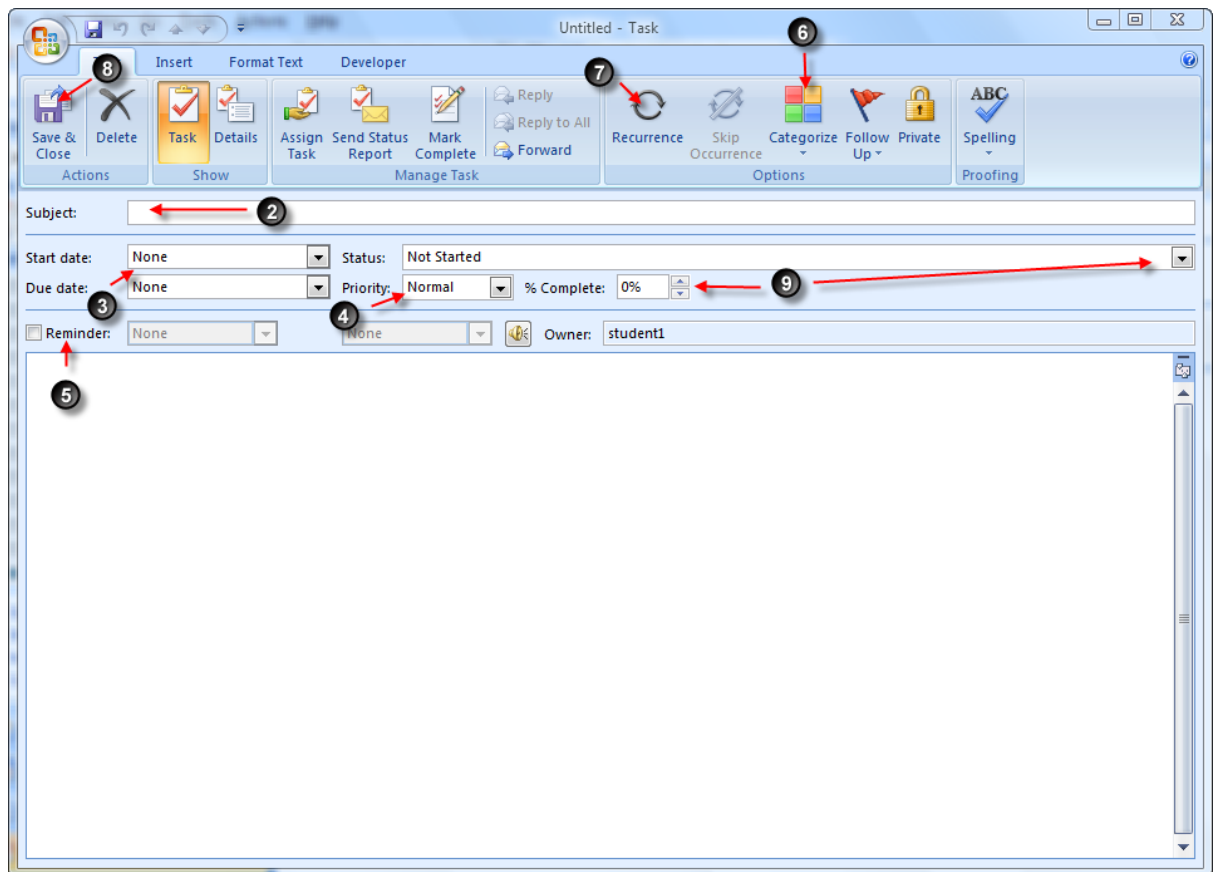
Creating a Task.

1. From the Ribbon click on the  **New** icon.

The Untitled task dialog will be displayed.

2. Enter a **Subject** for the Task.
3. Enter a **Start Date & Due Date** for the task.
4. Set a **Priority** for the Task (*Low, Normal or High*).
5. Enter a **Reminder** date if you require Outlook to remind you of the task.
6. Enter a **Category** for the task.
7. Set a **Recurrence** for the task.
8. **Save & Close** the new task.

Microsoft Outlook – Creating a Task



9. Update the **Status** of the task.

Preview of the Task Screen.

Task Subject	Start Date	Reminder Time	Due Date	In Folder	Categories
Click here to add a new Task					
Due Date: Next Week					
Get plane ticket		None	Wed 07/05/2008	Tasks	
Due Date: Next Month					
Monthly Report		None	Thu 29/05/2008	Tasks	
Due Date: Later					
Get a book to read	Wed 11/06/2008	Wed 11/06/2008 09:00	Sat 14/06/2008	Tasks	