


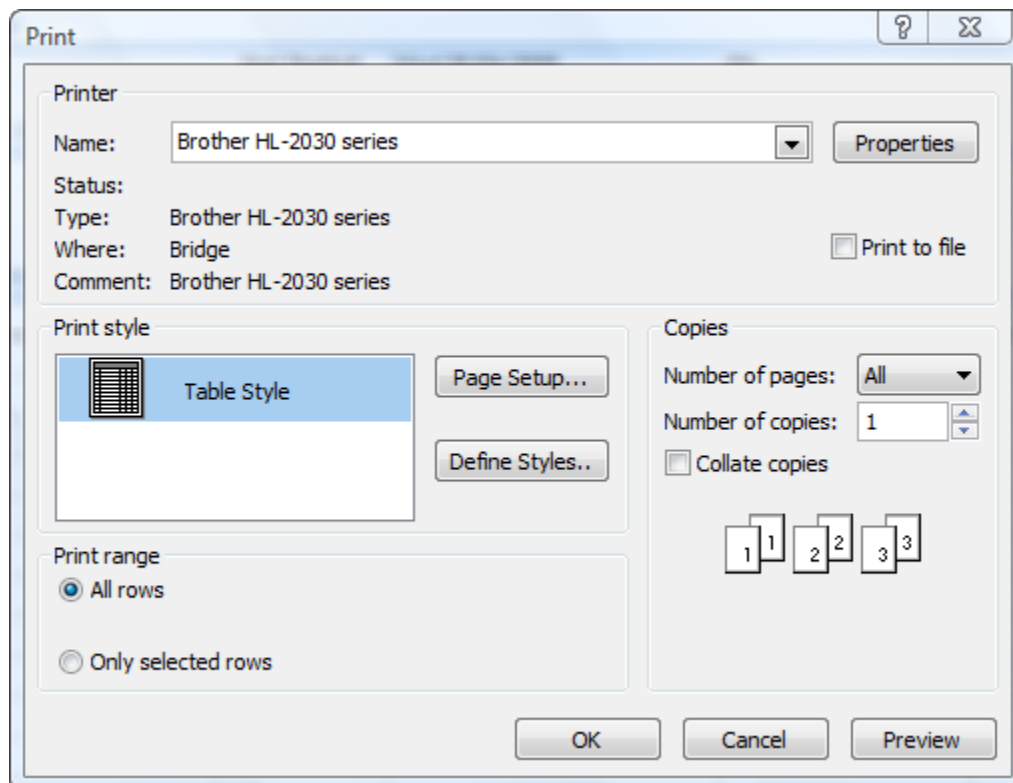
Microsoft Outlook – Printing the Task List



Printing the Task List.

It is possible to Print the entire Task List or highlight select tasks to be printed. Either select **Print** from the **File Menu** or select the **Print** icon from the Task toolbar. 

The Print dialog box will be displayed.



Select the required options, click the **Ok** button to Print the tasks or the **Preview** Icon to preview the task information before printing.

Deleting a Task.

Either highlight and press the **Delete** button of the computer keyboard.

OR

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Highlight the task and press the **Delete** icon from the **Task** toolbar.

