

Microsoft Outlook – What is a Task



What is a Task?

We all like to make lists of things to do, within outlook we can store our lists electronically within Tasks.

Task information can be very detailed, (Task Name, Due Date, Date Started). It is also possible to set Reminders so that we do not forget to do a Task, no more forgetting to send that birthday card....

We can track the progress of our tasks by using the status and percentage completed features.

We can utilize the Task views to help organize our tasks, grouping tasks by category can be very useful when running several projects.

Not only can we enter tasks for ourselves, we can also create a task and send it via email to others to accept, if they accept the task it will be added to their Task list. They are even able to send updates on how far through a task.

Tasks can be viewed in the Task screen, but they can also be viewed within the Calendar screen. In the calendar screen tasks are displayed at the bottom of the calendar screen.

In the daily view for example the tasks will be displayed when the calendar reaches the required task date.

Other features to look out for are the "red flags", the flags change to a deeper colour of red as the tasks reach their required dates.