

Outlook Tasks

Tasks

A task is an assigned piece of work that must be completed within a certain time period. When you schedule an appointment or meeting, if you have tasks you need to accomplish, you can be reminded of those tasks, then you will have an electronic list of what you need to do and when you need to do it. The Task form contains the Task and details tabs where you can enter information for a task.

Task Form Options:

Status	Displays one of five status choices:
	Not Started
	In Progress
	Completed
	Waiting on Someone Else
	Deferred
Priority	Low, Normal, High
% Complete	How far along on the task you are
Note Area	Any additional notes about the task
Categories	You can assign a category to a task
Total Work	Used for entering the estimated hours
Actual Hours	Used for entering the actual hours
Companies	Used for entering companies that you need to bill for services

To create a Task

1. Select the Tasks button in navigation pane.
2. On the toolbar, click the **New** → **Task** button.
3. Enter a subject.
4. From the **Due Date** pop-up Calendar, select the date when the task is due.
Note: You can type **Today**, **Tomorrow**, or enter a date in the **Due Date** text box.
5. Select a priority from the drop-down list (if desired).
6. Select a date when you want to be reminded of the task from the Reminder pop-up calendar.
7. On the toolbar, click **Save** and **Close**.

To Edit a Task

1. Open the task you want to edit (double-click).
2. Make changes
3. Save and close the task form

To Update a Task

1. Display the Tasks List.
2. Update information, **Save and Close**.
3. In the **Complete** column, check the box of the task you have completed. The task is marked as “**completed**” and is crossed off.

