

ADDING TASKS







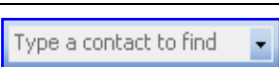





The task feature is used to track through completion a person or work-related errand. A task can recur one time or periodically over a period of time. To use this feature:




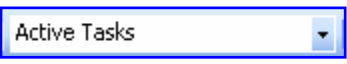



SETTING UP A TASK

- ✦ Do one of the following:
 - ✦ Click the link for **Tasks** in the left frame of the window under **Folders**.
 - ✦ Click the **Tasks** button at the bottom of the **Navigation Pane**.
- ✦ The **Tasks** window will open.

TASK WINDOW TOOLBAR

There are several toolbar buttons in the **Tasks** window that provide easy access to the many options that are available. These buttons are explained and illustrated in the table below.

Button	Description
Standard	
New 	Click this button to create a new task.
Printer 	To send the Tasks List to a printer, click this button. The Print dialog box will appear. Make the choices from this dialog box.
Move to Folder 	To move a selected Task to a different folder, click this button.
Delete 	To delete a selected Task, click this button.
Find 	To locate a Task containing a key word or a specific name, click this button.
Address Book 	To access your personal address book, click this button.
Find a Contact 	To locate a Contact from the Contacts list, click this button. The Find pane will appear. For information on how to locate a Contact, click the Finding a Contact link.
Help 	To obtain help about any of the Outlook objects, click this button.
Advanced	
Outlook Today 	Click this button to change to the Outlook Today view. This is a special page that provides an overview of the Calendar, Tasks, and Mail folders.
Back 	To move back and forth between Tasks and the Outlook Today window, click this button.
Forward 	To move back and forth between Tasks and the Outlook Today window, click this button.
Up One Level 	If you are in a folder that was created within Tasks, this button will move you up to the Tasks folder.

Button	Description
Reading Pane 	To open or close the Reading Pane, click this button. The Reading Pane is a new feature in Outlook 2003 that allows you to view an e-mail message without opening it.
Print Preview 	Click this button to see what the task will look like when it is printed.
Undo 	Click this button to Undo any changes that have been made in the Inbox. This button will let you retrieve a message from the deleted items folder.
Current View 	To select a different view for Notes, click the list arrow and then select the desired view.
Group by Box 	Click this button to open the Group by pane. In this pane, it is possible to select a column to group Tasks by.
Field Chooser 	When this button is clicked, a list of the possible fields for Tasks is displayed.
Auto Preview 	When this button is clicked, the first three lines of each task will be displayed below the Task.