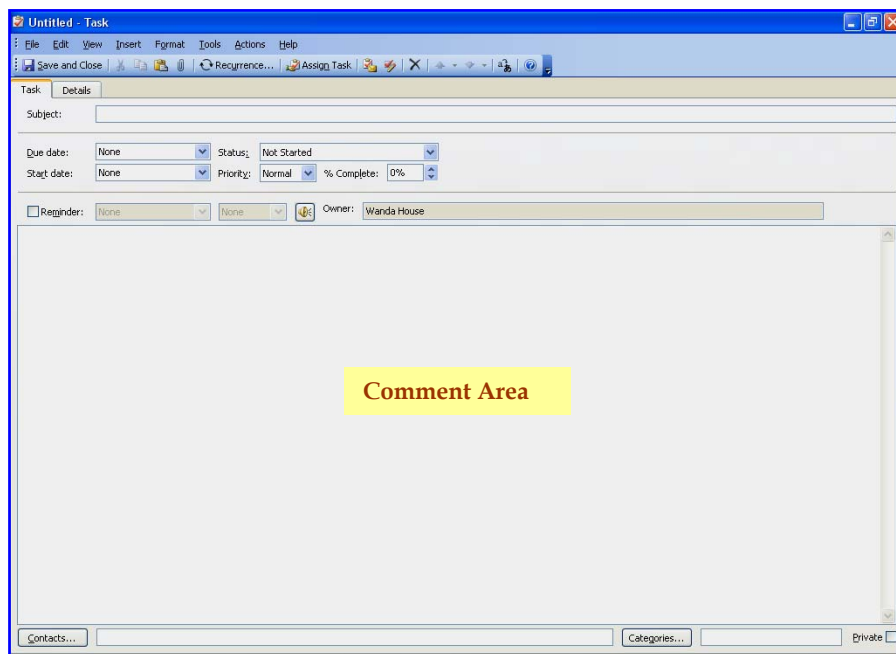


CREATING A TASK




- ✚ Click the **New** button on the **Tasks** window toolbar (see illustration at right).
- ✚ The **Untitled - Tasks** window will appear (see illustration below).



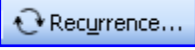










- ✚ In the **Subject** area, input what the Task is.
- ✚ Click the **Due Date** list arrow and choose a **Date** that the **Task** is due.
- ✚ Click the arrow to the right of the **Start Date** box and select **today's** date.
- ✚ In the **Comments** area, input additional information about the task.
- ✚ If you don't need to be reminded about the Task, click the **Reminder** check box to remove the arrow.
 - ✦ When this box is unchecked, you will not be reminded of the Task.
 - ✦ If the box is checked, a reminder will appear when the Task is due.
 - ✦ If the box is checked, click the list arrows to select a Date and Time for the Reminder.
- ✚ When all the information has been entered, click the **Save and Close** button.
- ✚ The **Task** form will close.
- ✚ The information will appear in your **Tasks** window.

Untitled Tasks Pane Toolbar

The Task toolbar can be used to perform some of the common operations in the Task view. The table provides an illustration and description of each of these commands.

Button	Description
Save and Close 	This button is used to save the Tasks after the information has been entered and to close the dialog box.
Cut 	To remove information from the Comment area and store it on the Clipboard, click this button.
Copy 	To copy information in the Comment area and store it in on the Clipboard, click this button.

Button	Description
Paste 	To insert information that has been stored on the clipboard into the Comment area, click this button.
Insert File 	To insert a file into the Task, click this button.
Recurrence 	To set up a Task that recurs at assigned intervals, click this button.
Assign Task 	To assign a Task to another person who is using Outlook, click this button.
Send Status Report 	This button is used to keep track of Tasks that have been assigned to other people. When this option is used, an e-mail message is send to the person who created the Task apprising them of the status of the Task.
Mark Complete 	To indicate that a Task has been completed, click this button.
Delete 	To delete a Task, click this button.
Previous Item 	To move to a previous item in the Task List, click this button.
Next Item 	To move to the next item in the Task List, click this button.
Translate 	After text has been entered into the Comments area, click this button to translate the information into English or another language.
Help 	Click this button to obtain information about any of the features in Microsoft Outlook.