

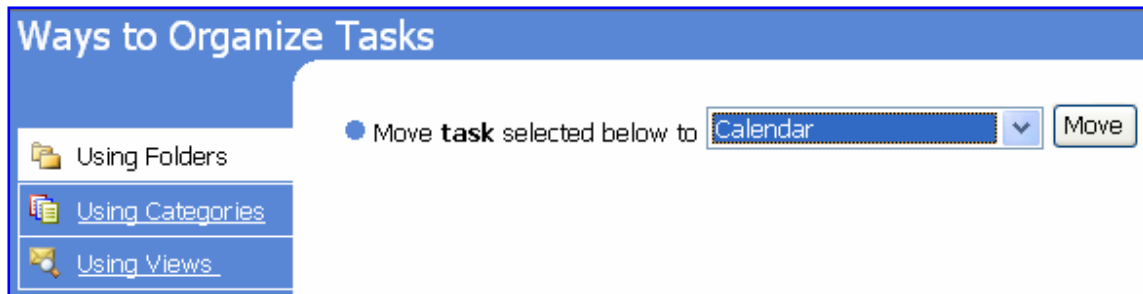
ORGANIZING TASKS

There are several ways to view and sort Tasks. Tasks can be organized into folders and categories. By using the Ways to Organize Task pane, it is easy to organize Tasks into folders, categories, and views. To display this pane:

- ✦ Click **Tools** on the **Menu Bar**.
- ✦ Click **Organize** from the list that appears.
- ✦ The **Ways to Organize Task** pane will display.

Moving a Task to a Different Folder

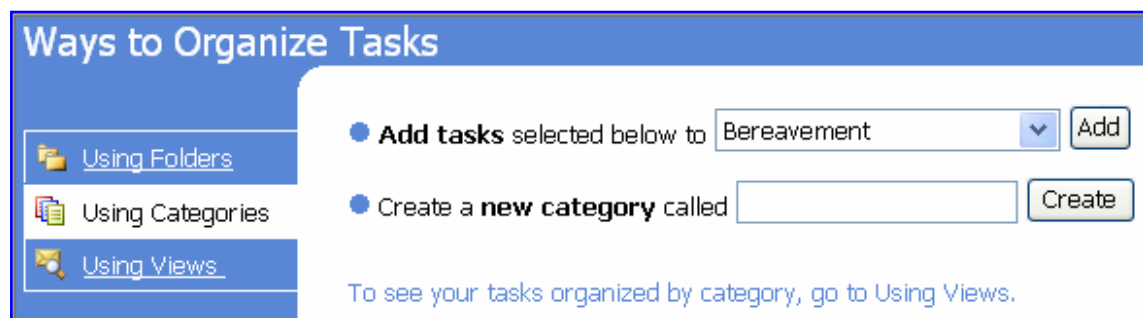
- ✦ Click **Using Folders** in the **Ways to Organize Tasks** pane (see illustration below).



- ✦ Click on the **Task** that is to be moved to a different folder.
- ✦ From the **Move task selected below to** list, select the folder to which the Task is to be moved.
- ✦ Click the **Move** button.
- ✦ The Task should appear in the new folder.
- ✦ The Task should be removed from the original folder.

Assigning a Category to a Task:

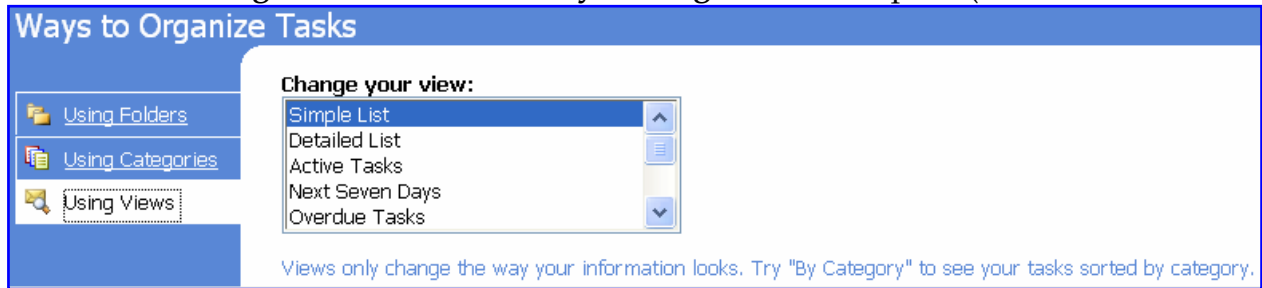
- ✦ Click **Using Categories** in the **Ways to Organize Tasks** pane (see illustration below).



- ✦ In the **Add tasks selected below to** list, select a **Category** for the **Task**.
- ✦ Click the **Add** button to add the Task to the selected **Category**.
- ✦ To create a new **Category** for a **Task**, input a name for the Task in the **Create a new category called** box.
- ✦ Click the **Create** button to create a new Task.
- ✦ The new **Task** name will appear in the **Add tasks selected below to** box.
- ✦ Click the **Add** button to add the **Task** to the selected **Category**.

Changing How Tasks are Displayed

- ✦ Click the **Using Views** link in the **Ways to Organize Tasks** pane (see illustration below).



- ✦ A list of the different views available for Tasks in Outlook will display.
- ✦ Select a **View** from the list.
- ✦ The list of Tasks will display in the format selected.