

## TASK OPTIONS

With Outlook, it is possible to specify how your Tasks will display in the window. It is also possible to change the colors of how completed and overdue Tasks will be identified.

- ✦ Click **Tools** on the **Menu Bar**.
- ✦ Click **Options** from the list that appears.
- ✦ The **Options** dialog box will appear.
- ✦ Click the **Preferences** tab, if necessary.
- ✦ In the **Tasks** area, click the down arrow to the right of the **Reminder time** box.
- ✦ Select a time for when you want to be reminded of the Task on the date you choose to be reminded.
- ✦ Click the **Tasks Options** button.
- ✦ The **Tasks Options** dialog box will display (see illustration at right).
- ✦ Click the list arrow for the **Overdue task color**.
- ✦ Select a color from the list that appears.
- ✦ Click the list arrow for the **Completed task color**.
- ✦ Select a color from the list that appears.
- ✦ Click any of the check boxes for the options listed below, if necessary.
  - ✦ Keep updated copies of assigned tasks on my task list.
  - ✦ Send status reports when assigned tasks are completed.
  - ✦ Set reminders on tasks with due dates.
- ✦ Click **OK** to save the changes that were made.
- ✦ Click **Cancel** to remove the changes.
- ✦ The **Options** dialog box will display.
- ✦ Click **OK** in the **Options** dialog box to return to the **Tasks** window.

