

DESCRIPTION OF TASKS

In Outlook, it is possible to create and store a list of tasks for any activity that needs to be remembered. When using this option, it is possible to track the tasks until completion. With each Task, the due date and start date can be specified. Once the Task has been entered, it will appear in the Tasks list in Outlook. A Task that has not been completed and it past the due date will display in red. It is also possible to set a priority for a task. The options are: High for Urgent tasks, Normal, and Low for less important tasks.

Tasks can recur at regular intervals or at intervals corresponding to the date on which the task is marked as complete. Tasks can be created and modified using the Tasks folder or the Task Pad that appears in the default Calendar view.