

TASKS

In the New version of Outlook Web Access, it is possible to add, edit, and delete tasks that you created either in **Outlook Web Access** or **Microsoft Outlook**. 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**.
- 🖥️ Click the **New** button on the **Tasks** window toolbar (see illustration at right).
- 🖥️ The **Untitled - Tasks** window will appear (see illustration below).



- 🖥️ Fill in the information for the new task.
- 🖥️ When all the information has been entered, click the **Save and Close** button.
- 🖥️ The information will appear in your **Tasks** window.
- 🖥️ Continue this process until all the Tasks have been added to your Tasks list.

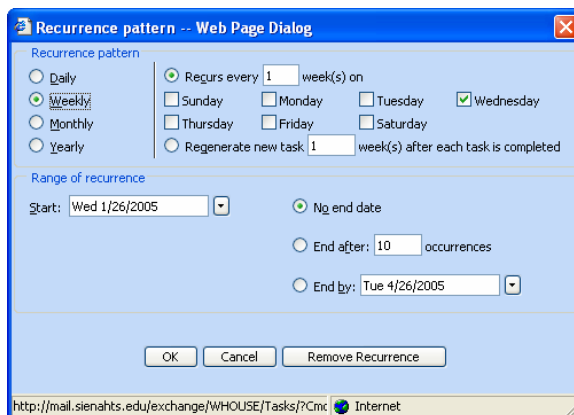
Setting Up a Recurring Task

A recurring task is one that happens over a period of time at a specified time of day.

- 🖥️ 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**.
- 🖥️ Click the **New** button on the **Tasks** window toolbar (see illustration at right).
- 🖥️ Click the **Recurrence** button on the **Untitled Task** window (see illustration on next page).
- 🖥️ The **Recurrence Task Pattern - Web Dialog** window will appear.
- 🖥️ Under **Recurrence Patterns**, choose from **Daily**, **Weekly**, **Monthly**, or **Yearly**.
- 🖥️ Under **Recurrence Patterns** on the right side of the window, click the **Recurs every** ___ **week(s) on** option button and input the number of weeks.



- 🖥️ Click on the day(s) that this task pertains to.
- 🖥️ Click the **Regenerate new task ____ week(s) after each task is completed**, to specify how often the task needs to be generated.
 - ✦ This option will recreate a Task each time the previously scheduled Task is completed.
 - ✦ The Task will appear one at a time instead of multiple times in the Task list.
- 🖥️ Under **Range of occurrence**, the **Start** date will default to the current day.
 - ✦ Click the arrow to the right of the box to open the calendar.
 - ✦ Click the arrows to the right or left of the Month name to change the month.
- 🖥️ Leave the option button for **No end date** if this is a continuous task that never ends.
- 🖥️ Click the option button for **End after ____ occurrences** to specify how many times this task is to occur.
- 🖥️ Click the **End by** arrow to choose a date when the task is to end.
- 🖥️ To remove a recurrence, click the **Remove Recurrence** button.
- 🖥️ Click **OK** to exit the window and save the changes.



You will be able to view your list of Tasks in **Exchange Outlook Web Access** and your **Microsoft Outlook** program on your local computer.