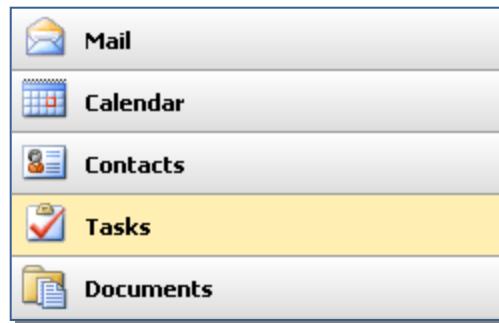


TASKS

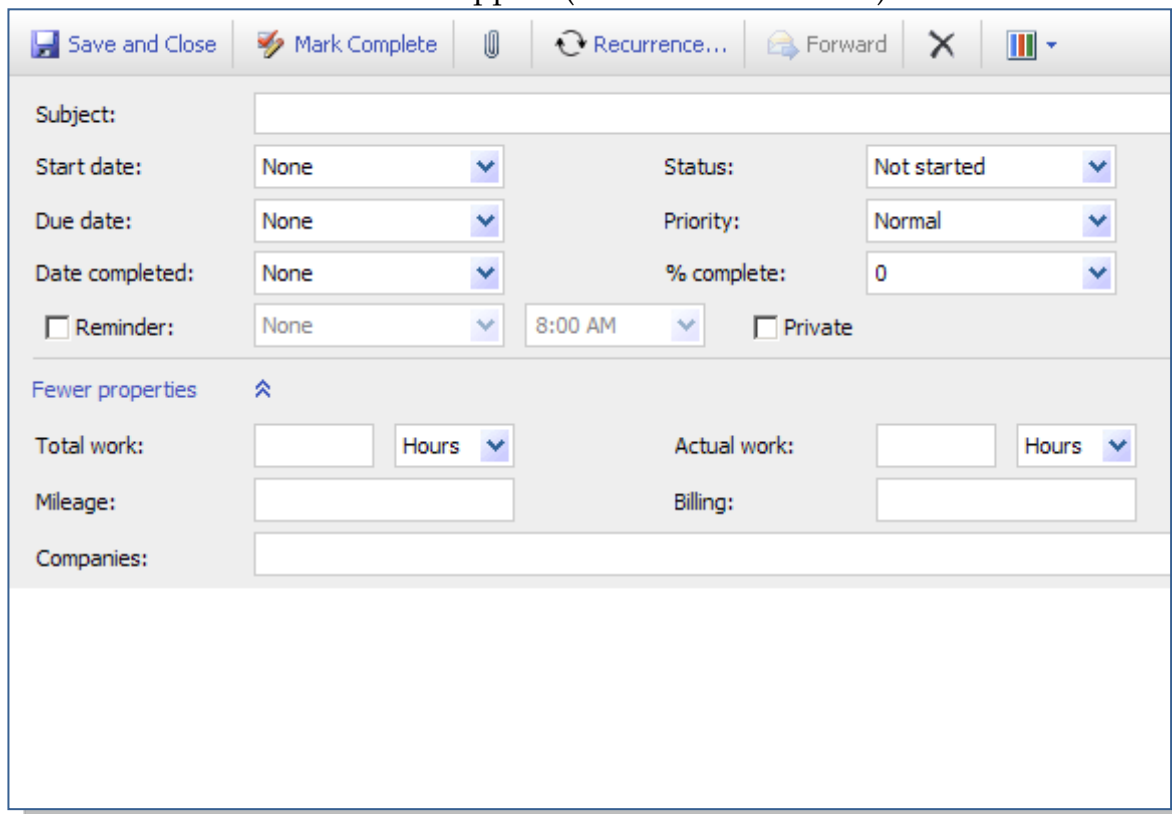
In the New version of Outlook Web Access, it is possible to add, edit, and delete tasks that you created either in **Outlook Web Access** or **Microsoft Outlook**. The task feature is used to track through completion a person or work-related errand. A task can recur one time or periodically over a period of time. To use this feature:

Setting up a Task

- Click the link for **Tasks** in the left frame of the window under **Folders** (see illustration below).



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

A screenshot of the 'Untitled - Tasks' window. The window has a toolbar with buttons for 'Save and Close', 'Mark Complete', 'Recurrence...', 'Forward', and a close button. Below the toolbar is a form with the following fields:

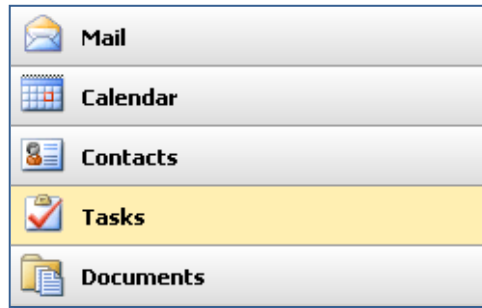
- Subject: [Text input]
- Start date: [None] (dropdown)
- Due date: [None] (dropdown)
- Date completed: [None] (dropdown)
- Reminder: [None] (dropdown) [8:00 AM] (dropdown) Private
- Status: [Not started] (dropdown)
- Priority: [Normal] (dropdown)
- % complete: [0] (dropdown)
- Fewer properties: [Up arrow icon]
- Total work: [Text input] [Hours] (dropdown)
- Actual work: [Text input] [Hours] (dropdown)
- Mileage: [Text input]
- Billing: [Text input]
- Companies: [Text input]

- 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.

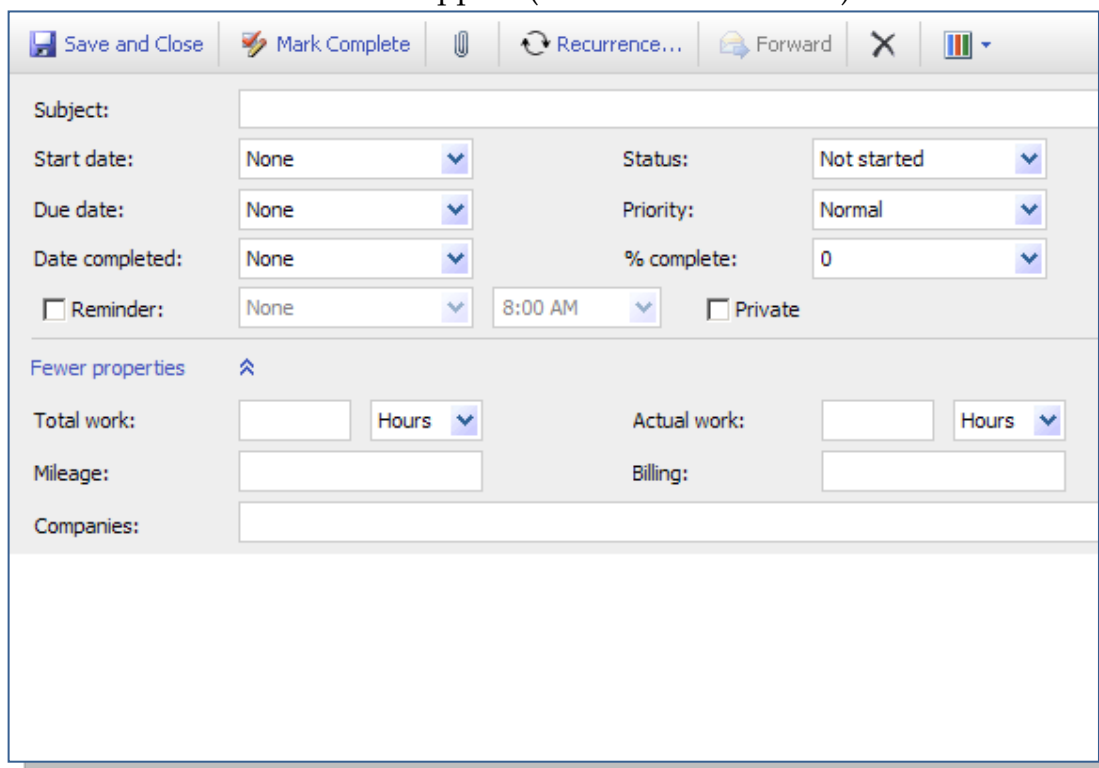
Setting Up a Recurring Task

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

- Click the link for **Tasks** in the left frame of the window under **Folders** (see illustration below).



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



The screenshot shows the 'Untitled - Tasks' window with the following fields and options:

- Toolbar: Save and Close, Mark Complete, Recurrence..., Forward, Close, and a color palette.
- Subject: [Empty text box]
- Start date: None (dropdown)
- Status: Not started (dropdown)
- Due date: None (dropdown)
- Priority: Normal (dropdown)
- Date completed: None (dropdown)
- % complete: 0 (dropdown)
- Reminder: None (dropdown) 8:00 AM (dropdown) Private
- Fewer properties: (collapse icon)
- Total work: [Empty text box] Hours (dropdown)
- Actual work: [Empty text box] Hours (dropdown)
- Mileage: [Empty text box]
- Billing: [Empty text box]
- Companies: [Empty text box]

- The **Recurrence Task Pattern - Web Dialog** window will appear (see illustration on next page).
- Under **Recurrence Patterns**, choose from **None**, **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.
- Leave the option button for **No end date** if this is a continuous task that never ends.
- Click the arrow at the end of the **Start** date to select a different date.

- 🖥️ 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 return to the **Untitled-Tasks** window.

- 🖥️ Make any additional changes to the appointment.
- 🖥️ Click the **Save and Close** button.

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