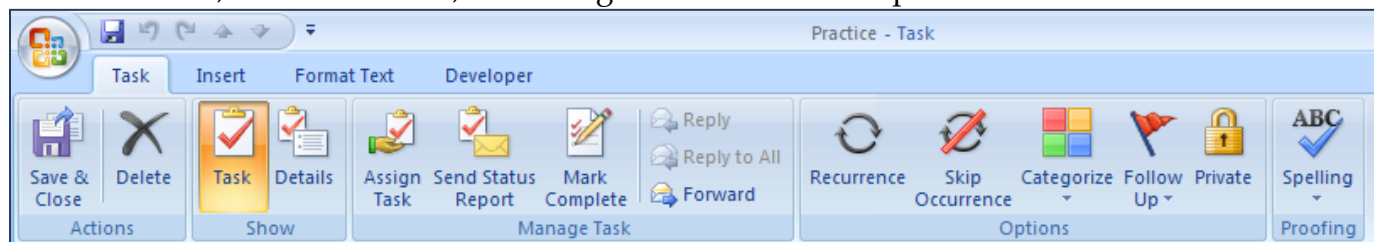


Add Tasks Bar Ribbon

This ribbon is used to work with Tasks in the Outlook program. With this ribbon, it is possible to save a Task, to delete a Task, or to assign a Task to another person.



Group/Button	Description
Actions Group	
Save & Close	Once the information has been entered into the Task record, click this button to save the Task and close the window.
Delete	To delete the current Task, click this button.
Show Group	
Task	Click this button to view the Task area. In the Task area, the Task can be created or edited.
Details	Use this button to show the Details page for the Task. This area is used to add secondary information to the Task.
Manage Task Group	
Assign Task	This button is used to assign the current Task to a different person. A To line will appear above the Subject line in the Task area. The Manage Task Group buttons will change. The next three items in this table provide an explanation of each of these buttons.
Cancel Assignment	To cancel the assignment of the Task, click this button.
Address Book	Click this button to display the Address Book. The Address Book can be used to search for a particular person in an organization.
Check Names	Type a name into the To box. Click this button to make sure the name appears in the Global Address List or a Contacts list. If the name is in one of these lists, the name will be underlined when this button is clicked.
Send Status Report	When this button is clicked, an e-mail message will be created. This message will display a status report for the selected Task.
Mark Complete	This button is used to mark a Task as completed. Once a Task is marked as complete, a line will be drawn through the Task and the color of the Task will change.
Reply	To reply to a sender of a message, this button would be clicked. This action cannot be performed when working with a Task.
Reply to All	This button would be used to reply to a sender of a message. This action cannot be performed when working with a Task.

Group/Button	Description
Forward	Click this button to forward a Task to someone else in the organization. The Mail Message window will display when the button is clicked.
Options Group	
Recurrence	A recurring item is one that is repeated on a regular schedule. Use this option to set up a recurrence of a Task or to edit the recurrence.
Skip Recurrence	To skip the occurrence of a recurring Task, click this button. The due date will be set to the next occurrence of the Task.
Categories	This button is used to select a category for the current Task. Several categories are available. New categories may be specified.
Follow-Up	Use this button to set a flag to be reminded to follow up later on the selected Task. There are several different types of flags available, such as one week, two weeks, or tomorrow.
Private	When the private button is clicked, the Task cannot be seen by others who have access to your Task area.
Proofing Group	
Spelling	To check the spelling for Task information, click this button.
Research	If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button. It is used to open the Research Task Pane. This Task Pane is used to search through reference materials such as online dictionaries and encyclopedias.
Thesaurus	To search for antonyms and synonyms for a selected word, choose this option. If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button.
Translate	This option is used to translate the text in the Task text area to a different language. If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button.
Translation Screen Tip	Use this option to select from four different languages or to turn off the Translation Screen Tip. If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button.
Set Language	To set the language for selected text within a Task, select this option. If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button.
Word Count	This button is used to determine how many words are in the text area of a Task record. If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button.