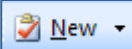





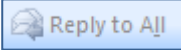
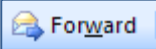



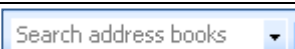








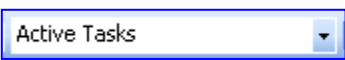





To-Do-List (Task) Window Toolbar

There are several toolbar buttons in the **Tasks** window that provide easy access to the many options that are available. These buttons are explained and illustrated in the table below.

Button	Description
Standard Toolbar	
New 	Click this button to create a new Task.
Printer 	To send the Tasks List to a printer, click this button. The Print dialog box will appear. Make the choices from this dialog box.
Move to Folder 	To move a selected Task to a different folder, click this button.
Delete 	To delete a selected Task, click this button.
Mark Complete 	Click this button to indicate that a Task has been completed.
Reply 	This button is used to reply to a message that has been sent from another person. This action cannot be performed when working in the Task area.
Reply to All 	Use this button to reply to everyone in a Task message that has been sent. This action cannot be performed when working in the Task area.
Forward 	Click this button to Forward a selected Task to someone else in the organization.
Categorize 	This button can be used to assign a category to a Task. Several different categories are available. New categories may be added to the Category list.
Follow-Up 	Click this button to apply a follow-up flag to a selected Task. Several different flags are available such as Tomorrow, One Week, Three Weeks, and so forth.
Address Book 	To access your personal address book or the Global Address List, click this button.
Find a Contact 	To locate a Contact from the Contacts list, click this button. The Find pane will appear.
Help 	To obtain help about any of the Outlook objects, click this button.
Advanced Toolbar	
Outlook Today 	Click this button to change to the Outlook Today view. This is a special page that provides an overview of the Calendar, Tasks, and Mail folders.
Back 	To move back and forth between Tasks and the Outlook Today window, click this button.
Forward 	To move back and forth between Tasks and the Outlook Today window, click this button.

Button	Description
Up One Level 	If you are in a folder that was created within Tasks, this button will move you up to the Tasks folder.
Reading Pane 	To open or close the Reading Pane, click this button. The Reading Pane allows you to view a Task without opening it.
Print Preview 	Click this button to see what the Task List will look like when it is printed.
Undo 	This button is used to Undo any changes that have been made in the Task. This button will let you retrieve a Task from the deleted items folder.
Current View 	To select a different view for Tasks, click the list arrow and then select the desired view.
Group by Box 	Click this button to open the Group by pane. In this pane, it is possible to select a column to group Tasks by.
Field Chooser 	When this button is clicked, a list of the possible fields for Tasks is displayed.
Auto Preview 	When this button is clicked, the first three lines of each task will be displayed below the Task.