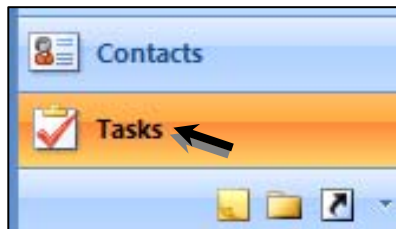


Using tasks in Outlook 2007

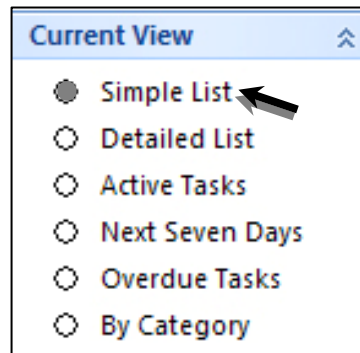
Viewing tasks

Outlook's **Tasks** feature is your electronic to-do list. With it, you can track things you need to do, as well as things you have asked others to do. And it is fully integrated with your calendar.

- To view your tasks, select **Tasks** from the **Navigation Pane** (left sidebar).



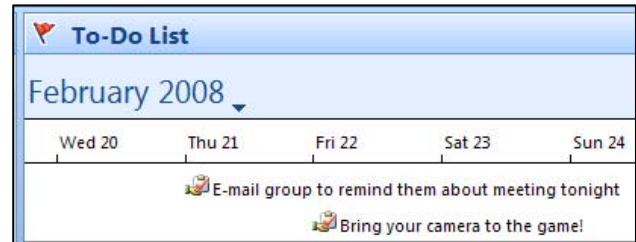
- You can view your tasks in a variety of ways by clicking the appropriate radio button in the **Navigation Pane**.



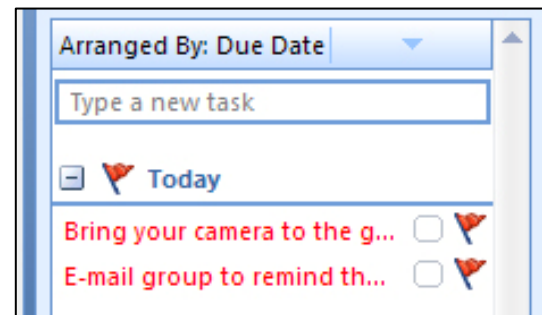
- Most views are shortcuts to view your tasks in lists which are sorted in different ways.

To-Do List (Filter Applied)			
Task Subject	Owner	Due Date	
E-mail group to remind the...	ffalcon	Thu 2/21/2008	
Bring your camera to the g...	ffalcon	Fri 2/22/2008	

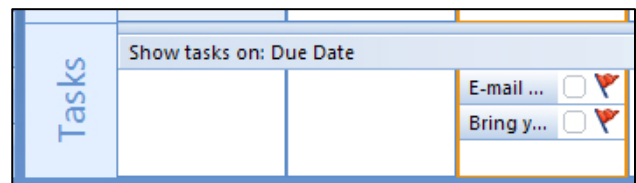
- The **Timeline** view is unique, however, because it shows your tasks organized along a timeline. This is particularly useful when planning a multi-step task or project.



- If you have the **To-Do-Bar** (right sidebar) maximized in your **Mail** and **Contacts**, you will see a list of **Tasks** in the **To-Do-Bar**.



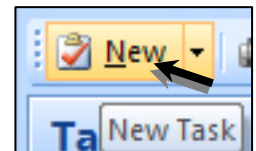
- In the **Day** or **Week** view of your **Calendar**, **Tasks** appear as bars in the lower part of the window.



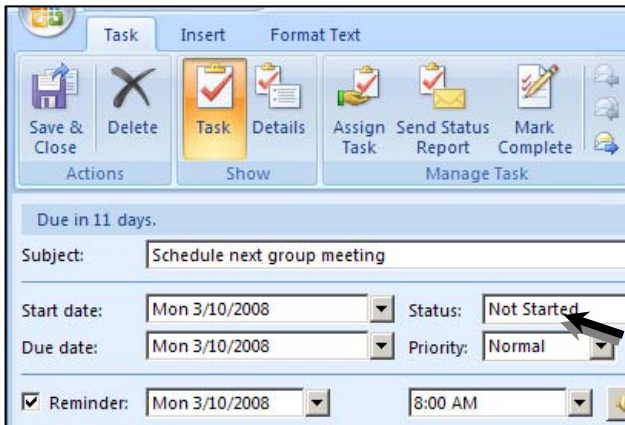
Creating a new task

To create a new task:

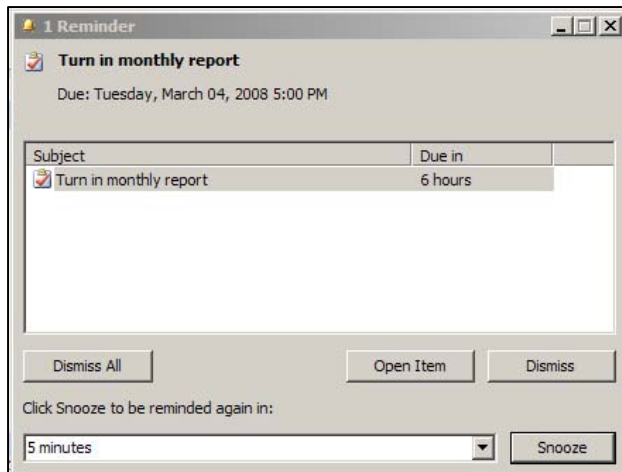
1. Click the **New** icon at the far left side of the toolbar, pull down the **Action** menu and select **New Task**, or type control + n.
 2. Enter a description of the task in the **Subject** box.
 3. Enter the **Start Date** and **Due Date**.
- Note that specific times are not assigned to tasks. If you need to do an activity at a specific time, you should enter it on your calendar as an appointment.




Using Tasks in Outlook 2007



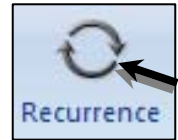
4. Using the **Status** menu, select the level of progress you have made on the task. If the task is already **In Progress**, use the **% Complete** menu to select the approximate portion of the task that is complete.
5. Using the **Priority** menu, select the importance of this task in relation to the other items on your To-Do List.
 - If you keep the status and priority of each task updated, you will be able to sort and use your To-Do List more efficiently.
6. Set a reminder for yourself by checking the **Reminder** box and selecting the time when you want to be reminded.
 - A pop-up window like the one below will appear on your screen at the selected time.



7. Type or paste notes, directions or other relevant information in the box below the reminder line.
8. Mark the task **Private** if you don't want colleagues with whom you have shared your information to see the name or details of the task.
 - 
9. Click **Save & Close**.

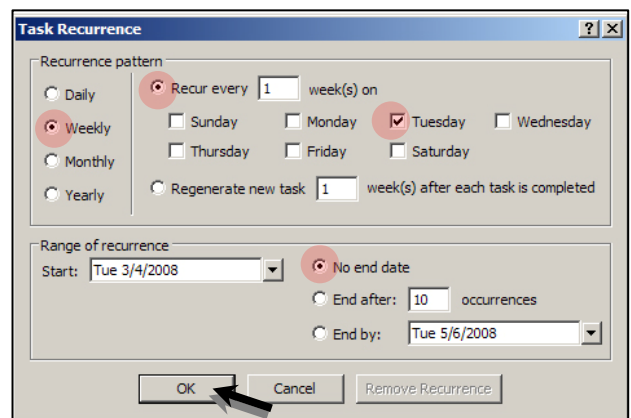
Recurring tasks

A task recurs when you do it more than one day in a row, on a regular day each week or month, or on the same day every year.



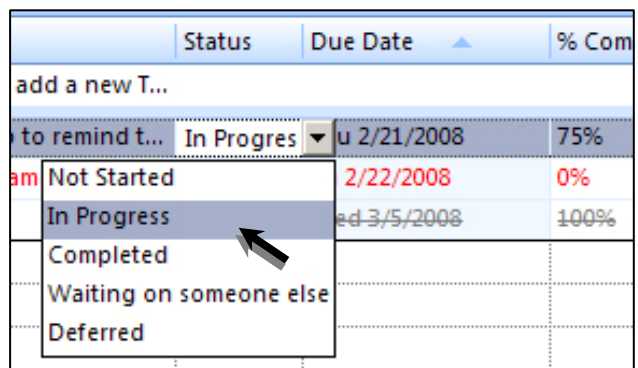
To enter the current task and all subsequent occurrences in one operation:

1. Click the **Recurrence** button on the ribbon in the **New Task** form.
 2. Select the frequency, and Click **OK**.
- A small recurrence icon will appear in front of the name of the task on your list.



Updating the status of a task

- To update the status of a task, click the **Status** of the task in a list and select the new status from the menu.



- To update the percentage of the task that has been completed, click the **% Complete** entry for the task and type the new percentage.
- If you keep the status and priority of each task updated, you will be able to sort and use your **To-Do List** more efficiently.



Using the calendar in Outlook 2007

Marking a task complete

- When you select **Completed** in the **Status** menu or enter **100%** in the **% Complete** column, the text in the task line will turn gray and a line will be drawn through it, to show that it has been crossed off your **To-Do List**. The task will continue to be displayed in certain task views until you delete it.

Task Subject	Status	Due Date	% Comp..
Click here to add...			
Turn in monthly ...	Comple...	Tue 3/4/2008	100%
Luncheon	Comple...	Wed 3/5/20...	100%
Turn in monthly ...	Not Star...	Fri 4/4/2008	0%

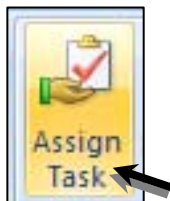
To-Do List		Due Date
Task Subject		Due Date
Date Completed: March 04, 2008 (2 items)		
Turn in monthly report		Tue 3/4/2008
Luncheon		Wed 3/5/2008

Deleting a task

- Deleting a task removes it permanently from your Outlook file. To delete a task, select the task line in any To-Do List and click the **Delete** icon.

Assigning a task

If you are in charge of a project, you can use Outlook's **Assign Task** function to inform each participant of his or her part and when it is due.



1. Create a **New Task** as described above.

This message has not been sent.
Due in 11 days.

Send

To... f

Subject: Freddie Falcon <ffalcon>

Start date: Mon 3/10/2008 Status:

Due date: Mon 3/10/2008 Priority:

Keep an updated copy of this task on my task list

Send me a status report when this task is complete

2. Click the **Assign Task** icon in the ribbon.
3. Type the e-mail address of the person to whom you want to assign the task in the **To**

box, or click the **To** button to open the address book and select a name.

4. Check the box to indicate whether you would like this task to appear on your own **To-Do List** (as well as the assignee's).
5. Check the box to indicate whether you would like to receive an e-mailed report when the assignee has completed the task.
6. Click **Send** to e-mail the task request to the assignee.

Responding to a task assignment

To respond to a task request:

1. Click one of the icons in the ribbon to indicate whether you **Accept** or Decline the assignment.
 2. Add comments to your response if you wish.
 3. Click **Send** to reply to the sender.
- If you accept the assignment, your calendar will be updated automatically.

Task Adobe PDF

Delete Task Details Accept Decline Assign S Task

Actions Show Respond

Due in 3 days.
Assigned by ffalcon on 3/10/2008 10:07 AM.

Subject: Construct a new nest

Due date: Starts on 3/11/2008, due on 3/13/2008

Status: Not Started Priority: Normal

Owner: friedaf

Build a new nest in which to live

Sending a status report

Keeping team members informed of your progress is as easy as sending an e-mail.

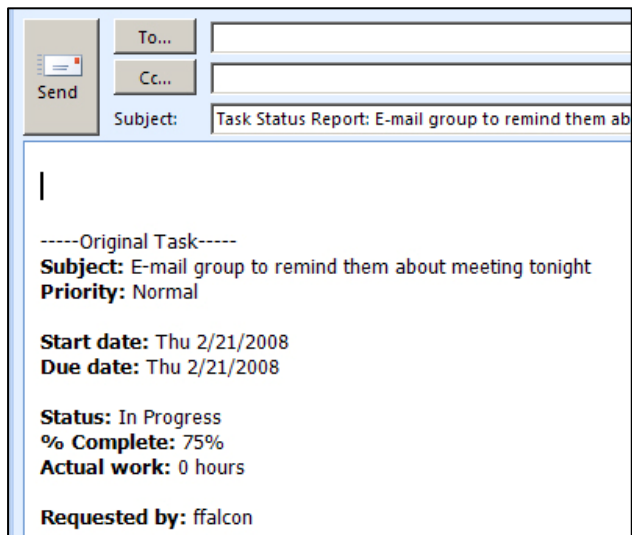
To send a status report:

1. Double-click on a task line to open the **Task Form**.
2. Click the **Status Report** icon.
3. Enter the e-mail addresses of the people you would like to invite in the **To** box. Or, click the **To** button to open the address book, select **Contacts** from the menu on the left, and double click on each team member's name. Click **OK**.
4. Type any comments you want to add.



Using Tasks in Outlook 2007

5. Click **Send**.



The screenshot shows the 'Send' dialog box in Outlook 2007. The 'To...' and 'Cc...' fields are empty. The 'Subject' field contains the text 'Task Status Report: E-mail group to remind them ab'. Below the subject field, the main text area contains the following information:

-----Original Task-----
Subject: E-mail group to remind them about meeting tonight
Priority: Normal

Start date: Thu 2/21/2008
Due date: Thu 2/21/2008

Status: In Progress
% Complete: 75%
Actual work: 0 hours

Requested by: ffalcon

