

ADD TASKS

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.

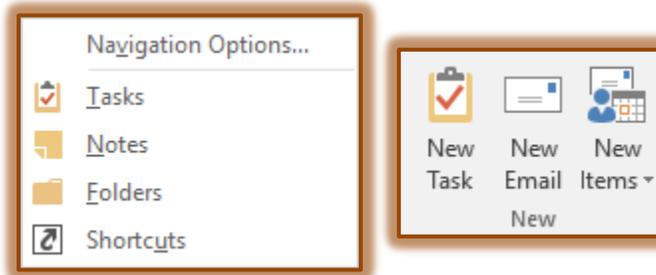
ADD TASK

✚ Click the **Tasks** link at the bottom of the **Folder Pane**.



✚ If the **Task Button** isn't visible at the bottom of the window:

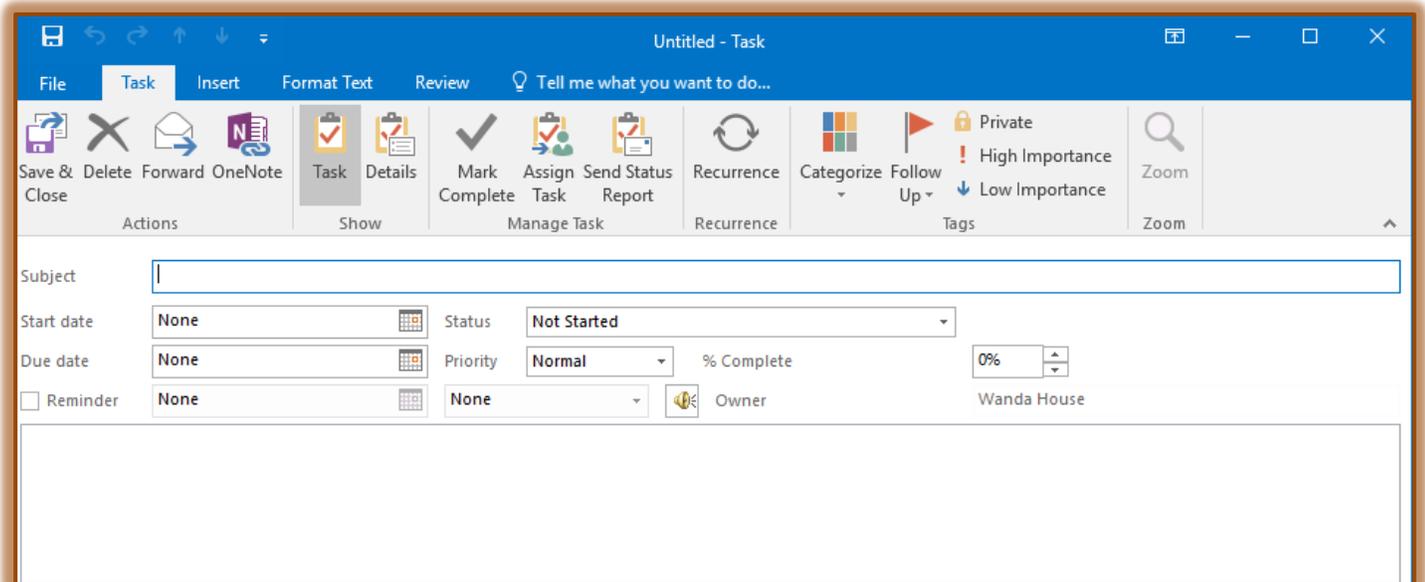
- ✚ Click the **More Button**.
- ✚ Select **Tasks** from the list that appears.



✚ The **Tasks** window will display.

✚ In the **New Group**, click the **New Task** button.

✚ The **Untitled-Tasks** window will open.



✚ In the **Subject** box, input what the task is.

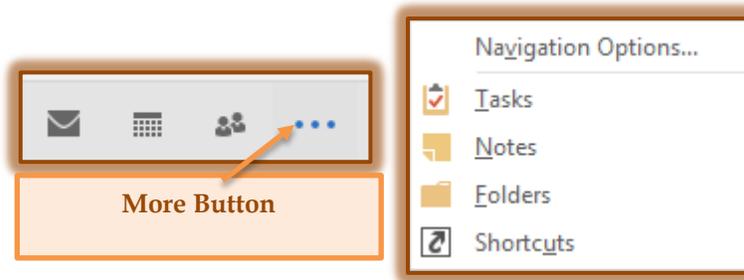
✚ Click the **Start Date** list arrow to select the date when the Task should start.

✚ Click the **Due Date** list arrow to select the date when the Task is to be completed.

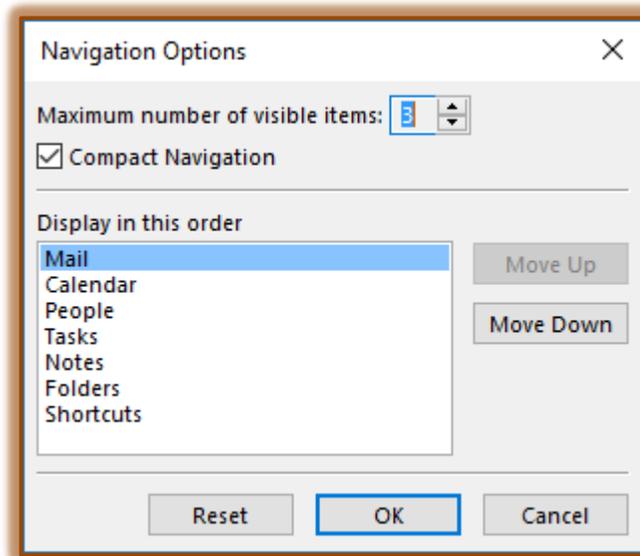
- ✦ In the **Status** list, select from **Not Started**, **In Progress**, **Completed**, **Waiting on Someone Else**, or **Deferred**.
- ✦ Click the **Priority** list arrow and select from **Low**, **Normal**, or **High**.
- ✦ Specify the percentage of the Task that has been completed by clicking the spinner arrow for **% Complete**.
- ✦ Click the **Reminder** check box if a reminder is to be given for when the Task needs to be completed.
- ✦ Click the **Reminder** list arrow to choose the date when a reminder should be displayed.
- ✦ Click the second **Reminder** box to specify the time of day when the **Reminder** should be displayed.
- ✦ In the **Text Box**, input a detailed description of what the **Task** is.
- ✦ Click the **Task Tab**, if necessary.
- ✦ In the **Actions Group**, click the **Save and Close** button to add the **Task** to the list.

ADD TASKS BUTTON TO NAVIGATION BAR

- ✦ Click the **More Button**.
- ✦ Select **Navigation Options** from the list.



- ✦ The **Navigation Options** window will display.



- ✦ Change the **Maximum Number of Visible Items** to **4 (four)**.
- ✦ Make sure that **Tasks** is number four in the list.
 - ✦ Click **Tasks** in the **Display in This Order** box.
 - ✦ Click the **Move Up** button.
- ✦ Click **OK** to exit the **Navigation Options** window.