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 (see illustration below).
➤ 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 (see illustration above right).
➤ The Untitled-Tasks window will open (see illustration below).

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 (see illustration).
- 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.

![Navigation Options window](image)