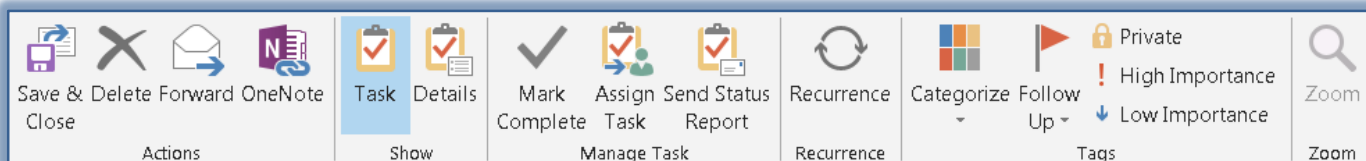


Add Tasks Bar Ribbon-Task Tab

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, to assign a Task to another person, or to categorize a Task.



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. The Task will be moved to the Deleted Items folder.
Forward	This button is used to forward Task information to another person. The Untitled Message window will display when this button is selected.
One Note	When this button is clicked, Task notes can be created in OneNote. OneNote is a program that comes with the Microsoft Office Suite of Programs.
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	
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.
Assign Task	This button is used to assign the current Task to a different person. A line will appear above the Subject line in the Task area. The Manage Task Group buttons will change.
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.
Recurrence 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.
Recurrence Group	
Categorize	This button is used to select a category for the current Task. A gallery of Categories will display. Click the All Categories link to view additional Categories. In this window, new categories may be specified.

Group/Button	Description
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.
High Importance	Use this button to mark this task as being highly important.
Low Importance	Click this button to flag a task as being of low importance.
Zoom Group	
Zoom	When this button is clicked, the Zoom dialog box will display. This dialog box can be used to change the Zoom level of a Task.