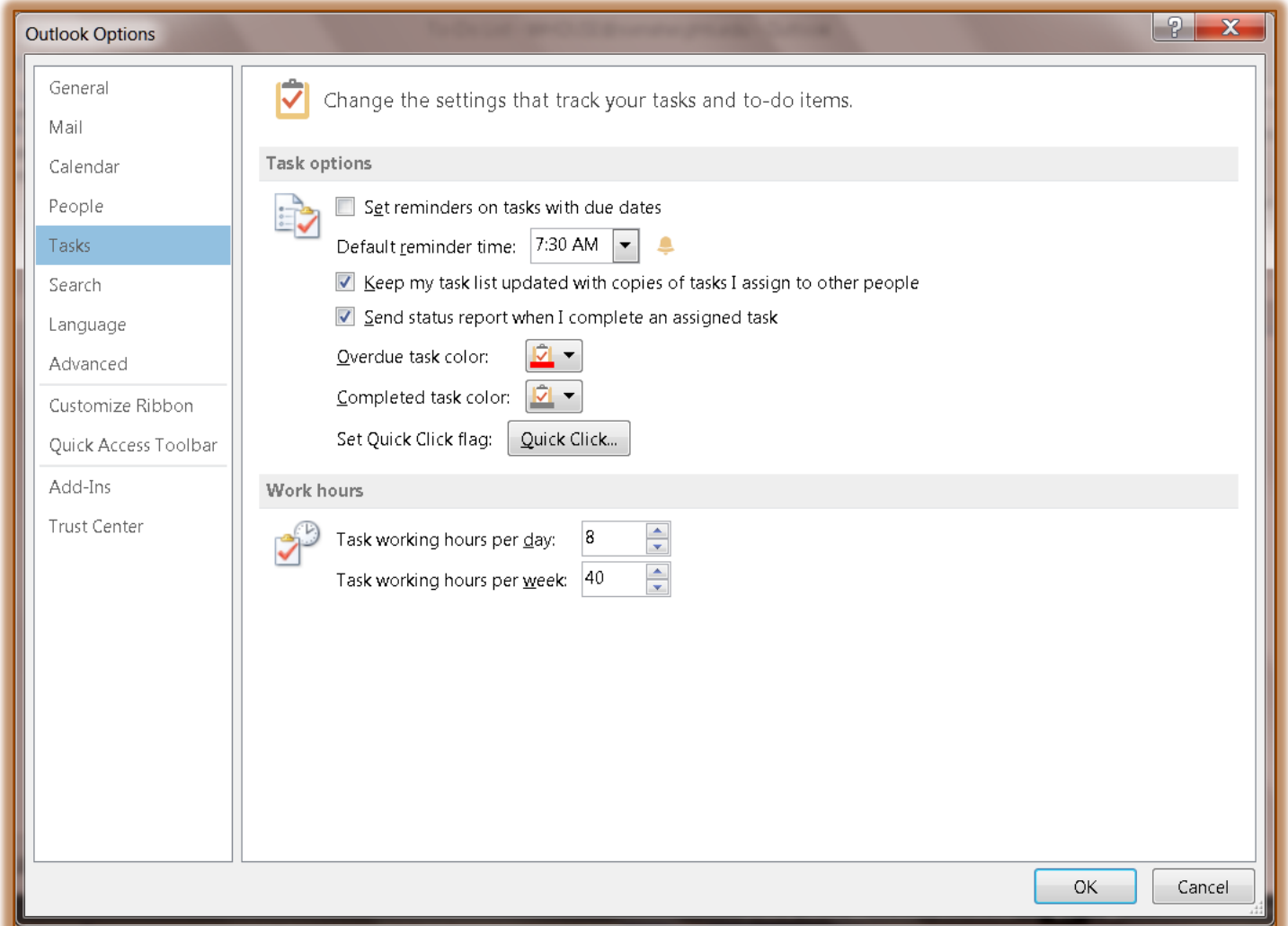


## TASK OPTIONS

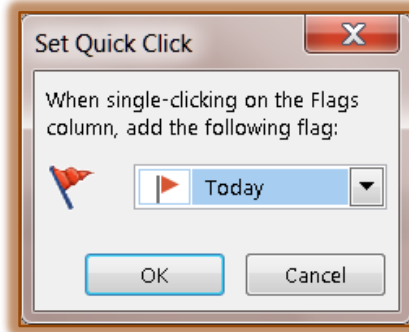
With Outlook, it is possible to specify how your Tasks will display in the window. It is also possible to change the colors of how completed and overdue Tasks will be identified.

- ✚ Click the **File Tab** to open **Backstage View**.
- ✚ On the left side of the window click the **Options** button.
- ✚ The **Options** window will appear.
- ✚ Click the **Tasks** link (see illustration below).



- ✚ Select whether or not you want to be reminded of tasks due dates.
- ✚ Select a time for when you want to be reminded of the Task on the date you choose to be reminded.
- ✚ Click any of the check boxes for the options listed below, if necessary.
  - ✚ Keep my Tasks list updated with copies of tasks I assign to other people.
  - ✚ Send status report when I complete an assigned task.
- ✚ Click the list arrow for **Overdue task color**.
- ✚ Select a color from the list that appears.
- ✚ Click the list arrow for **Completed task color**.
- ✚ Select a color from the list that appears.

- ✦ Click the **Quick Click** button to open the **Quick Click** dialog box (see illustration below).



- ✦ In this dialog box specify what **Flag** should appear when single clicking in the **Flag** column.
- ✦ Click **OK** to exit the dialog box and return to the **Tasks** window.
- ✦ Make changes to the **Working Hours Per Day** and the **Working Hours Per Week**.
- ✦ Click **Cancel** to remove the changes.
- ✦ Click **OK** to save the changes and return to the **Tasks** window.