Task Peek

This feature is used to display a list of the Tasks for a specific day on the right-side of the Outlook Window. To display Tasks in an Outlook Window, the appropriate window must be selected before the Tasks are docked.

DISPLAY THE TASKS

Click the tab for the Outlook Window where the Tasks are to display.

Move the Mouse Pointer over Tasks in the Navigation Pane.

The Task Peek View will display (see illustration below left).

- Click the Dock the Peek button in the upper-right corner of the Task Peek window (see illustration above).
- The Tasks will be docked on the right side of the specified window.
- To remove the Tasks from the Outlook Window, click the black X in the upper-right corner of the Tasks List (see illustration above right).

NOTES:

- You need to repeat this process for each window where you want the Tasks to display.
- When the Task Peek is docked or closed in one window, it doesn’t add or remove it from the other Outlook windows.