

Task Peek

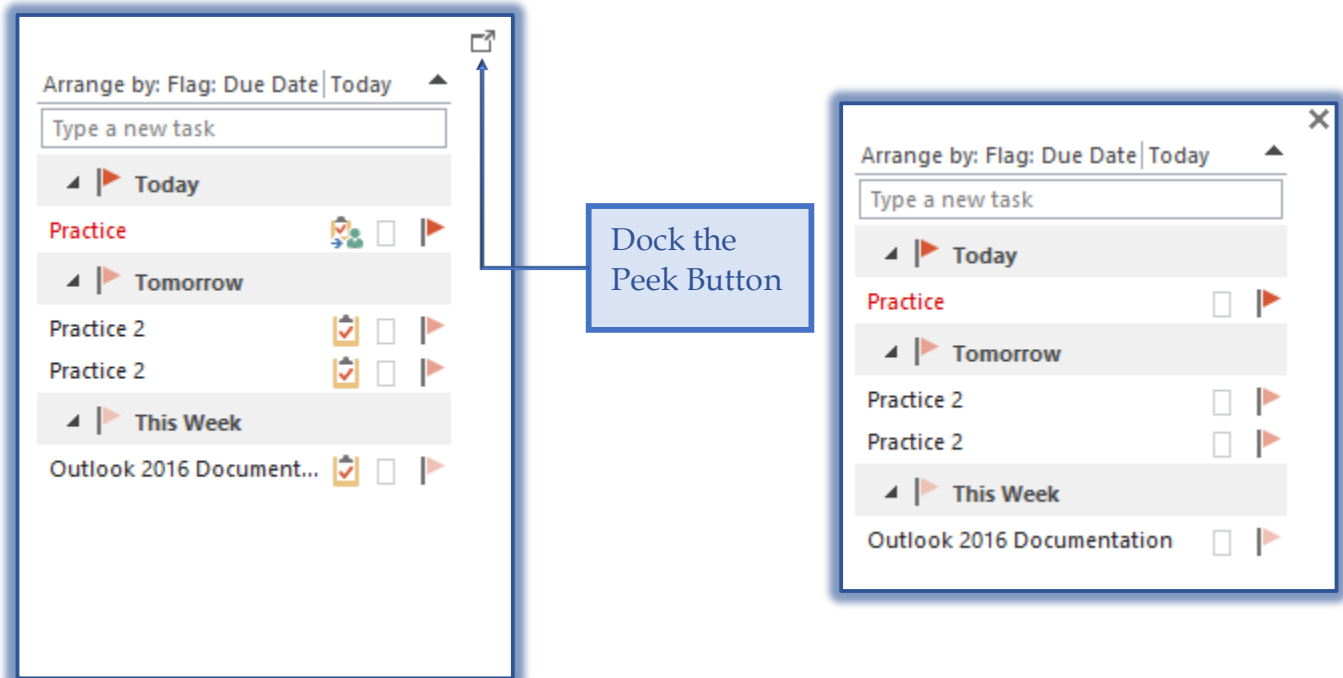
This feature is used to display a list of the Tasks for a specific day on the right-side of the Outlook Window. To display Tasks in an Outlook Window, the appropriate window must be selected before the Tasks are docked.

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.
- ✦ Click the **Dock the Peek** button in the upper-right corner of the **Task Peek** window.



- ✦ 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**.

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.