








TASKS TOOLBAR

The Tasks toolbar provides options for creating new tasks, moving tasks to a different folder, or changing the view of the Tasks in the Tasks folder. The table below illustrates and describes each of the buttons on this toolbar.

Button		Description
New		To create a new Task or an email message, click this button. The New Task or New Message window will display.
Delete		Click this button to move a Task to the Deleted Items folder. If the Shift key is held down and this button is clicked, the selected item will be permanently deleted.
Move to Folder		This button is used to move or copy a selected Task to a different folder within Outlook. A list of different folders will appear. To access subfolders within the folder groups, click the Move to Folder link. To copy the Task to a different folder, click the Copy to Folder link.
Apply Categories		Click this button to assign a Category to the Task. Click the check box next to each Category to select it. To add new categories, click the Manage Categories link. Click the Other Categories link to see additional categories.
Mark Complete		This button is used to mark the selected Tasks as completed. If you accidentally click this button, click the check box next to the Tasks to unmark the Task.
View		To change the location of the Reading Pane or to remove the Reading Pane from view, click this button. A list arrow on the right side of the button provides three options: <ul style="list-style-type: none">† Right – This option displays the Reading Pane on the right side of the message window.† Bottom – This option displays the Reading Pane at the bottom of the message window.† Off – Use this option if you don't want the Reading Pane to display in the message window.
Check Messages		This button is used to check the Exchange server for new messages.