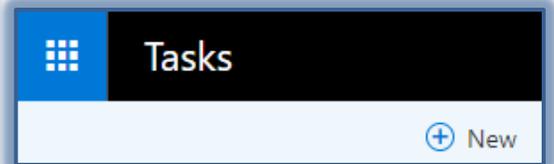
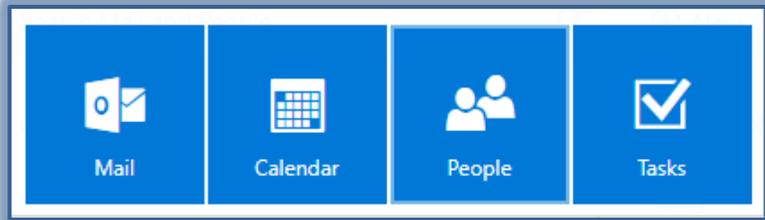
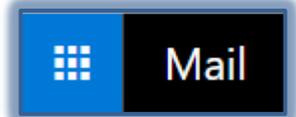


## TASKS

In Outlook Web Access, it is possible to add, edit, and delete tasks that you created either in **Outlook Web Access** or the **Microsoft Outlook** client. The task feature is used to track through completion a person or work-related errand. A task can recur one time or periodically over a period of time.

### Set up a Task

- Click the button in the upper-left corner of the Outlook window.
- Click **Tasks** from the group of tiles that appears.
- Click the **New** button on the **Tasks** window toolbar.



- The **Add Contact** window will appear.
- Click the **New** button in the **Tasks** window.
- The **Add Tasks** window will appear.

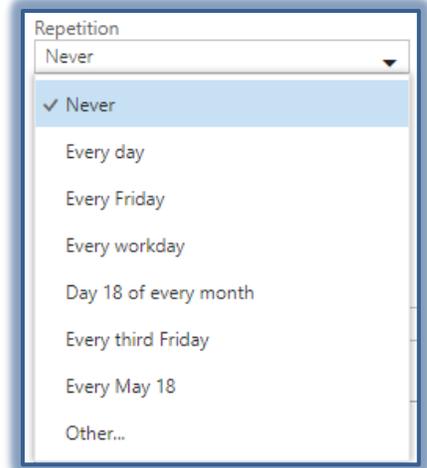
A screenshot of the "Add Task" window. At the top, there is a toolbar with "Save", "Attach", "Charm", and "Discard" buttons. Below this is a "Subject" text input field. Underneath is a "Due" section with a dropdown menu currently set to "None" and a "Show more details" button. The main body of the window is a large text area with a rich text editor toolbar at the top. The toolbar includes a smiley face icon, bold (B), italic (I), underline (U), text color (AA), background color (A with a colored bar), text color (A with a colored bar), bulleted list, numbered list, indent left, indent right, and a dropdown arrow.

- 🖥️ Fill in the information for the new task.
- 🖥️ Click the **Show More Details** button to add additional information about the Task.
- 🖥️ When all the information has been entered, click the **Save** button.
- 🖥️ The information will appear in your **Tasks** window.
- 🖥️ Continue this process until all the **Tasks** have been added to your **Tasks** list.

### Set Up a Recurring Task

A recurring task is one that happens over a period of time at a specified date and time of day.

- 🖥️ Open the **Tasks** window by following the directions in the previous section.
- 🖥️ Click the **New** button on the **Tasks** window toolbar.
- 🖥️ The **Add Tasks** window will appear.
- 🖥️ Click the **Show More Details** button.
- 🖥️ Click the **Repetition** button in the **Add Task** window.
- 🖥️ Select an option from the list that appears.
- 🖥️ Make any additional changes to the task.
- 🖥️ Click the **Save and Close** button.



### New Tasks Toolbar

This toolbar is located at the top of the Add Message window. It is used to perform different operations within the window, such as saving a Task.

Button and Image	Description
<b>Save</b> 	To save a Task and close the Task window, click this button.
<b>Attach</b> 	This button is used to attach a file, such as a Word document, to an appointment.
<b>Charm</b> 	To apply a Charm icon to the Task, click this button. A gallery of different charms will display.
<b>Discard</b> 	Select this button if you decide that you do not want to add this Task. A confirmation dialog box will display. Click the <b>Discard</b> button to remove the Task or the <b>Back</b> button to return to the <b>Add Task</b> window.

You will be able to view your list of **Tasks** in **Exchange Outlook Web Access** and your **Microsoft Outlook Client** on your local computer.