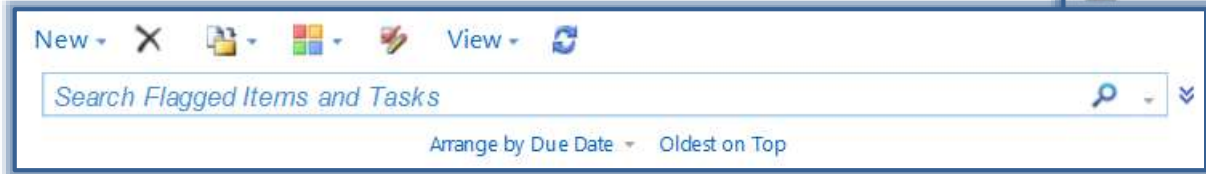
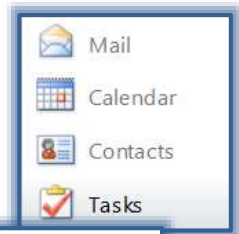


TASKS

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 link for **Tasks** in the left frame of the window under **Folders** (see illustration at right).
- Click the **New** button in the **Tasks** window (see illustration below).



- The **Untitled - Tasks** window will appear (see illustration below).

A screenshot of the 'Untitled - Tasks' window. The window title is 'https://mail.sienaheights.edu/?ae=Item&a=New&t=IPM.Task&pspid=_1412883671196_80534379 - Untitled - I...'. The window contains a form for creating a new task. The form has a 'Subject' field, 'Start date', 'Due date', 'Date completed', 'Reminder' (checkbox), 'Status', 'Priority', '% complete', '7:30 AM' (time), and 'Private' (checkbox). Below these fields are 'Fewer details' (expandable), 'Total work', 'Actual work', 'Mileage', 'Billing', and 'Companies' fields.

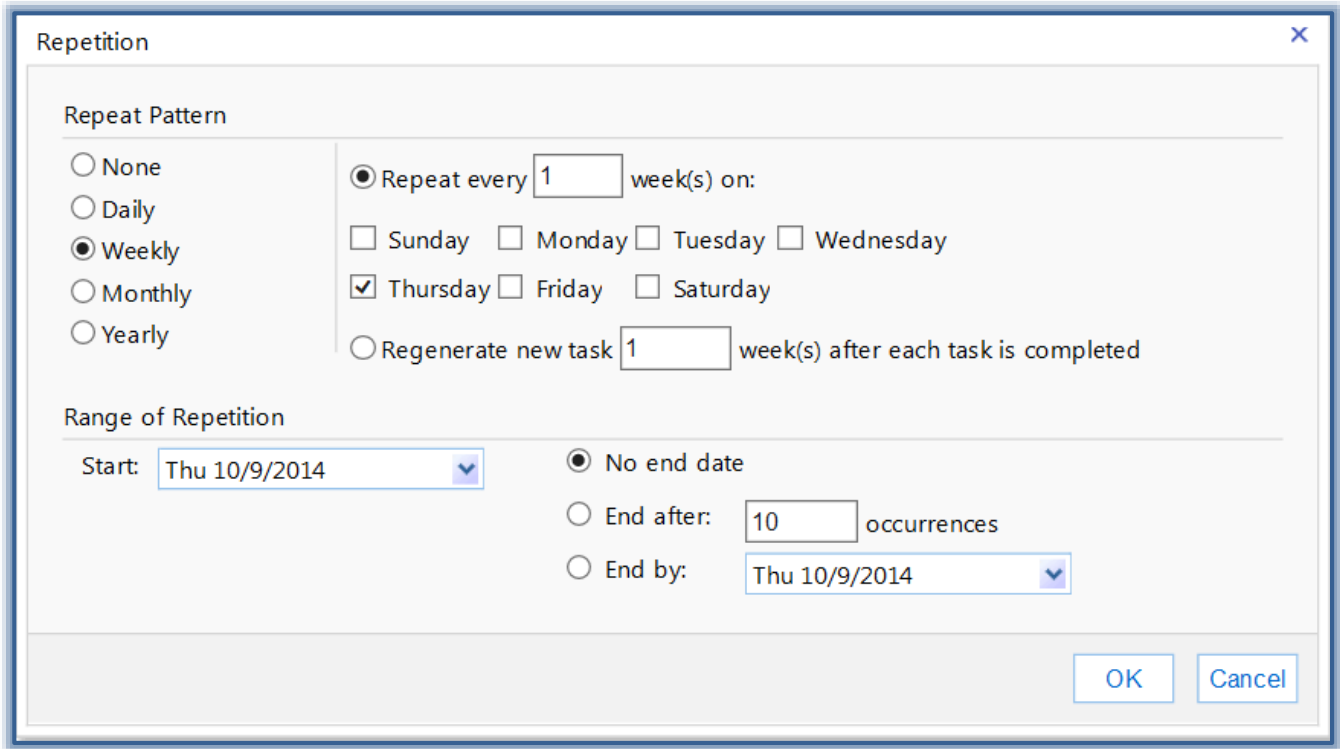
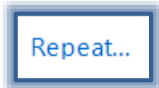
- Fill in the information for the new task.
- When all the information has been entered, click the **Save and Close** button.
- The information will appear in your **Tasks** window.
- Continue this process until all the **Tasks** have been added to your **Tasks** list.

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.

- Click the link for **Tasks** in the left frame of the window.
- Click the **New** button on the **Tasks** window toolbar.

- The **Untitled - Tasks** window will appear.
- Click the **Repeat** button in the **Untitled Task** window.
- The **Repetition** window will appear (see illustration below).








- Under **Repeat Pattern**, choose from **None**, **Daily**, **Weekly**, **Monthly**, or **Yearly**.
- Under **Repeat Pattern** on the right side of the window, click the choices pertaining to the option chosen under **Repeat Pattern**.
- These choices will correspond to the option chosen.
- Under **Range of Repetition**, the **Start** date will default to the current date.
- Leave the option button for **No end date** if this is a continuous task that never ends.
- Click the option button for **End after** ___ **occurrences** to specify how many times this task is to occur.
- Click the **End by** arrow to choose a date when the task is to end.
- Click the arrow at the end of the **Start** date to select a different date.
- Click the **None** option under **Repeat Pattern** to remove the repetition.
- Click **OK** to exit the window and return to the **Untitled-Tasks** window.
- 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 **Untitled Message** window. It is used to perform different operations within the window, such as saving and sending messages, attaching files, and checking spelling in messages.

Button and Image	Description
	To save a Task and close the Task window, click this button.

Button and Image	Description
Mark Complete 	Select this option when a Task has been completed.
Attach File 	This button is used to attach a file, such as a Word document, to an appointment.
Repeat 	Select this option to flag the Contact for follow-up at a future date. You can select from a list of possible times or specify a specific date.
Forward	This feature is used to forward a Task to another person. The New Message window will display when the button is clicked.
Delete 	To remove a Contact, select this option. A confirmation window will not display. The Contact will be removed immediately.
Apply Categories 	To apply a category to the Contact, click this button. A list of different categories will display. Click the check box next to the category to apply. Click Manage Categories to add a new category. To see a list of additional categories, click the Other Categories link.

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