

TASKS WINDOW

The **Tasks Window** provides a list of the Tasks that you have created. These Tasks can be for your personal Tasks. Tasks can be assigned by you to other people. Tasks can be displayed in the following lists.

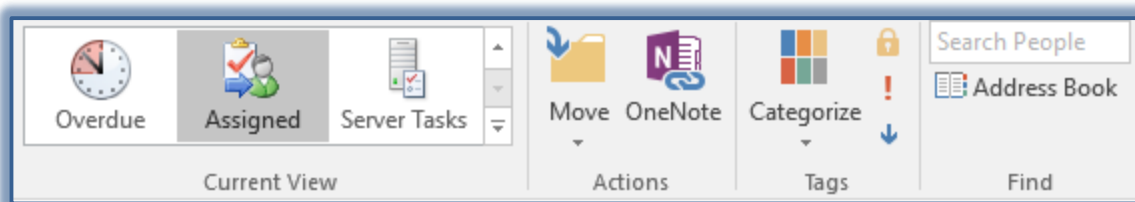
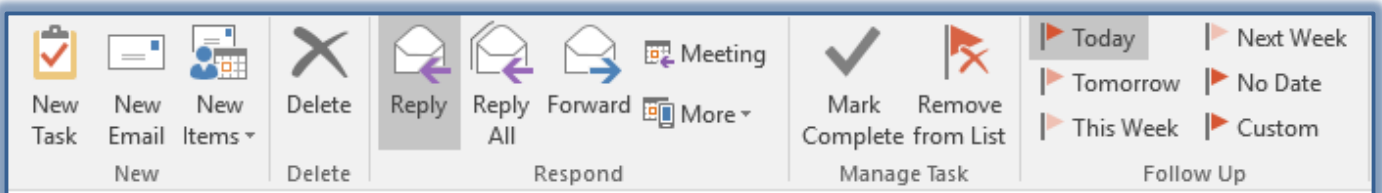
- ✓ **To-Do-List** - This display option shows a list of the Tasks that need to be completed.
- ✓ **Tasks** - To display Tasks categorized by the Due Date, select this option.
- ✓ **Finished Tasks** - This display option is used to list the Tasks that have been marked as completed.

TASKS WINDOW RIBBON

Each of the different areas of Outlook contains ribbons that are used to perform different operations within that area. There are four different ribbons available in the Tasks window, each one designed to perform different tasks.

HOME TAB

This tab is used to create new Tasks, to delete Tasks, to change the view of the Task window, and to share the Task folder with others.

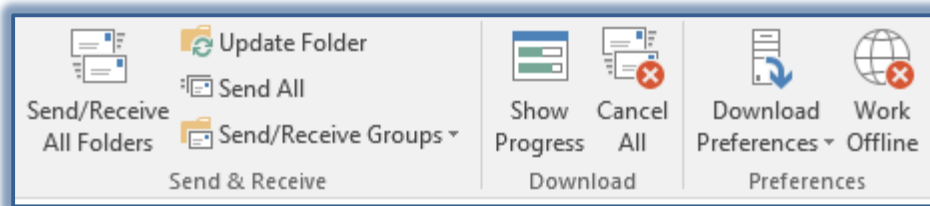


Button	Description
New Group	
New Task	To create a New Task, click this button. The Untitled Task window will display when this option is selected.
New Email	This button is used to create an Email Message. The Untitled Message window will display when this option is selected.
New Items	Use this button to create a new item such as a Contact or Meeting.
Delete Group	
Delete	To delete a Task from the Task List, click this button. The Task will be moved to the Deleted Items folder.
Respond Group	
Reply	Use this button to reply to the sender of the selected message.
Reply All	Click this button to reply to the sender and all the other recipients of the selected message.
Forward	This button is used to forward the selected message to someone else.

Button	Description
Reply with Meeting	To create a meeting from the selected email message, click this button.
More Respond Actions	When this button is selected, the option for forwarding the message as an attachment will display.
Manage Task Group	
Mark Complete	Click this button to mark the selected message as complete. Items that are marked as complete do not appear in the To-Do Bar.
Remove from List	Use this button to remove the follow-up flag from the selected Task. Once the flag is removed, the Task will no longer appear in the To-Do List, the Daily Task List, or Tasks.
Follow Up Group	
Today	This button is used to mark the selected Task with a start and due date of today.
Tomorrow	To mark the selected Task with a start and due date of tomorrow, click this button.
This Week	Use this button to flag the selected Task to start in two days and to be due at the end of the work week.
Next Week	Click this button to mark the selected Task as a Task for the following week.
No Date	This button is used to mark the Task with no start or end date.
Custom	To flag the selected Task with custom dates and a reminder, click this button.
Current View Group	
Change View	This area provides a gallery of different views available for Tasks. Click the More button for additional views.
Actions Group	
Move	Use this button to move or copy the selected item(s) to another folder.
One Note	Click this button to create or open Contact Notes to One Note, a program in the Microsoft Office Suite.
Tags Group	
Categorize	To assign a category to a Task, click this button.
Private	This button is used to mark a Task as private so that others who have access to your Task folder will not be able to see the details of the Task.
High Importance	Click this button to mark the selected Task as high priority.
Low Importance	To mark the selected Task as low priority, click this button.
Find Group	
Find a Contact	To search for a name in the Address Book, click this button.
Address Book	Click this button to open the Address Book to look for names, addresses, or email addresses.

SEND/RECEIVE TAB

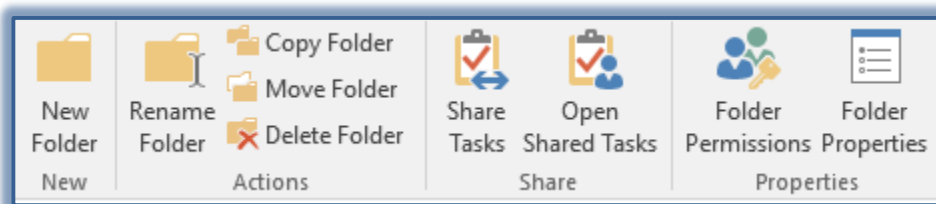
This tab allows you to work with options regarding sending and receiving Task in Outlook. It also contains options for changing the preferences for Tasks.



Group/Button	Description
Send & Receive Group	
Send/Receive All Folders	This option is used to send and receive items such as mail messages, calendar appointments, contacts, and tasks in all folders.
Update Folder	To send and receive items to this folder, click this button.
Send All	Click this button to send all unsent email messages.
Send/Receive Groups	Use this button to send and receive messages in a particular send or receive group. Groups may have different send/receive options from other messages.
Download Group	
Show Progress	Click this button to show the current send/receive status.
Cancel All	To cancel all current send/receive requests, click this button.
Preferences Group	
Download Preferences	This button allows you to change the preferences for downloading message headers.
Work Offline	To work offline, select this option. When you do this, you will be disconnected from the server. You will not be able to send or receive new email messages.

FOLDER TAB

This tab is used to create new folders, to rename folders, to copy folders, and to move folders to a different location in the Outlook program. You can also change the properties for folders using this tab.

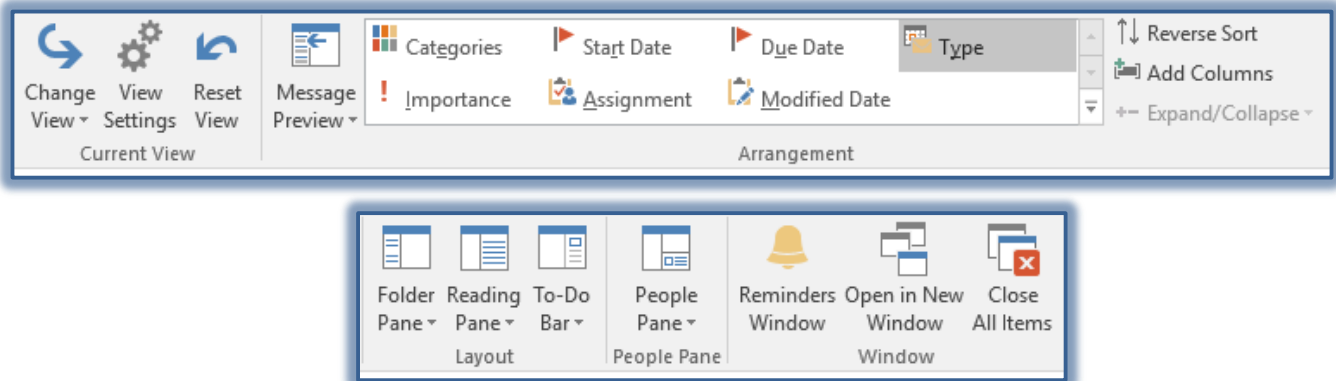


Group/Button	Description
New Group	
New Folder	Click this button to create a new folder in the Folder Pane. The New Folder dialog box will display when the button is clicked. This dialog box lets you specify where the folder is to appear in the Folder Pane.

Group/Button	Description
Actions Group	
Rename Folder	To rename a selected folder, click this button. Once the button is clicked, the folder name will be highlighted. Type over the highlighted name to rename the folder.
Copy Folder	Click this button to copy this folder to a different location. The Copy Folder dialog box will display when the button is clicked.
Move Folder	Use this button to move the selected folder to a new location. The Move Folder dialog box will appear when the button is clicked.
Delete Folder	This button is used to delete a selected folder. A message will appear asking you to confirm the deletion.
Share Group	
Share Tasks	Click this button to share your Tasks folder with other people so they can view the Tasks list. When the button is selected, the Sharing Invitation window will display.
Open Shared Tasks	When another person has shared their Tasks folder with you, this button is used to open the Tasks list for you to view.
Properties Group	
Folder Permissions	This button is used to view and edit the sharing permissions for the current folder.
Folder Properties	To view the properties for the selected folder, click this button. When this button is selected, the Folder Properties window will display. Different tabs are provided for making changes to the properties for the selected folder.

VIEW TAB

This tab is used to change the view for the Tasks folder, to display the Folder Pane, the To-Do Pane, and Reading Pane.



Group/Button	Description
Current View Group	
Change View	Click this button to change the current view to a different view. A gallery of several different views will display when this option is selected.

Group/Button	Description
View Settings	To customize the current view using advanced view settings, click this button. Advanced view settings include items such as adding and removing fields, sorting, and copying.
Reset View	Use this button to reset all current view settings to the default view settings for the selected folder.
Arrangement Group	
Manage Preview	This option allows you to use Auto Preview to quickly scan Tasks items. You can select whether to preview zero, one, two, or three lines of the Task.
Group Messages	The options in this area are used to group Tasks in the current folder. Click the More button in the bottom right corner of the box to display additional options.
Reverse Sort	To reverse the sort order of the current folder, such as from oldest to newest, click this button.
Add Columns	Click this button to choose which columns display in the current folder. The Show Columns dialog box will display. A list of columns will appear on the left that can be added to the list on the right.
Expand/Collapse	Click this button to expand or collapse groups in the current folder. The options are Collapse this Group , Expand this Group , Collapse All Groups , or Expand All Groups .
Layout Group	
Folder Pane	Select this option to show, hide, or minimize the Folder Pane. Click the Options button to make changes to the Folder Pane.
Reading Pane	This button is used to show, hide, or change the layout of the Reading Pane. Three options are available for displaying the Reading Pane; Right , Bottom , or Off .
To-Do Bar	Use this button to select what is to display on the To-Do-Bar. The options are Calendar , People , Tasks , or Off .
Window Group	
Reminders Window	Click this button to display the Reminder's Window. This window is used to display reminders for Calendar or Tasks items that have specific dates and times.
Open in New Window	This button is used to open the selected folder in a new window.
Close All Items	Use this button to close all windows except the current one.