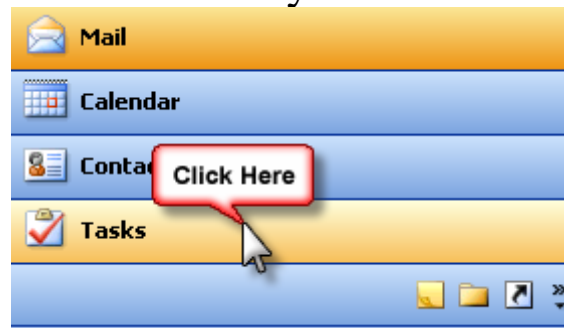
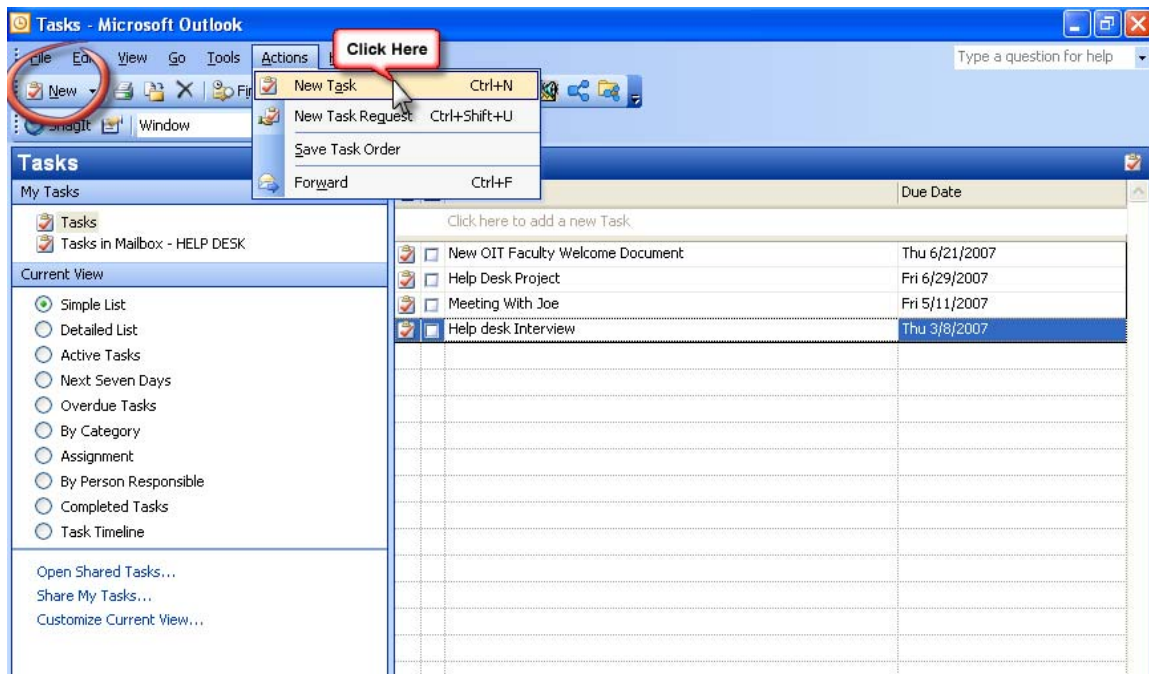


## Creating a Task in Microsoft Outlook

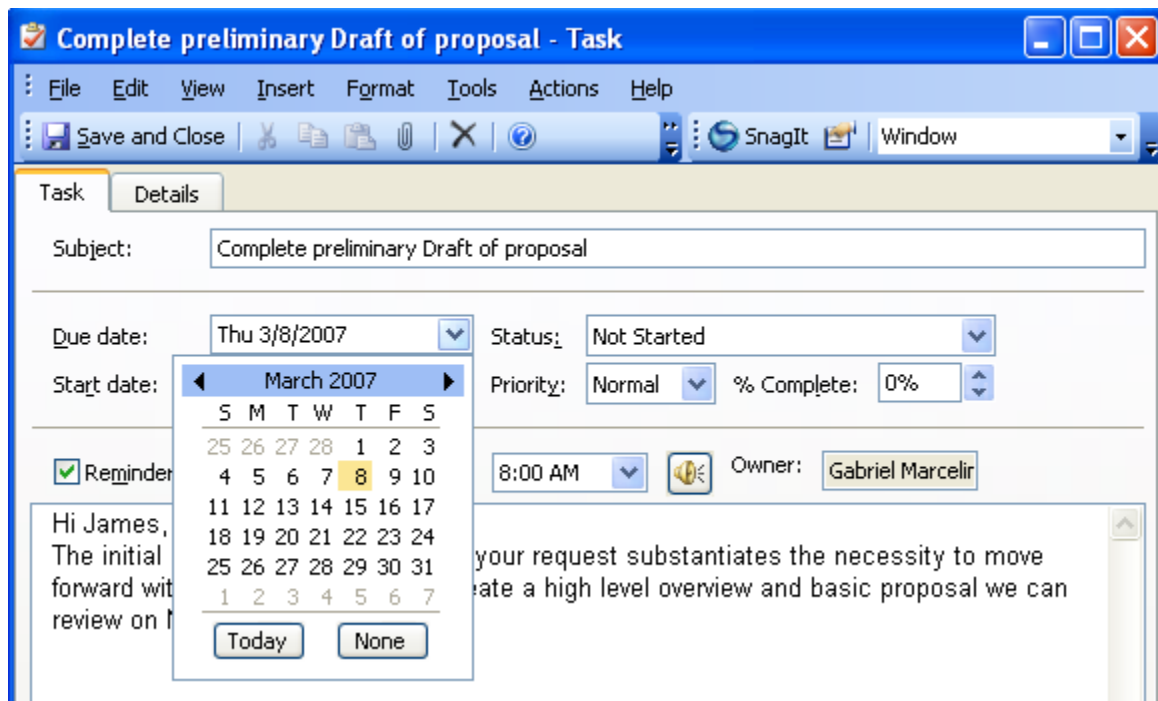
1. To create a task, start by locating the **Tasks Menu** in the lower left hand side of your Outlook navigation bar.



2. Next, locate the New task button (circled below)  
**OR**  
Click Actions and Select **N**ew Task from the drop down menu.



- Fill in the subject line and use the drop down menus to select when the task has to be completed.



**Complete preliminary Draft of proposal - Task**

File Edit View Insert Format Tools Actions Help

Save and Close SnagIt Window

Task Details

Subject: Complete preliminary Draft of proposal

Due date: Thu 3/8/2007 Status: Not Started

Start date: March 2007 Priority: Normal % Complete: 0%

8:00 AM Owner: Gabriel Marcelir

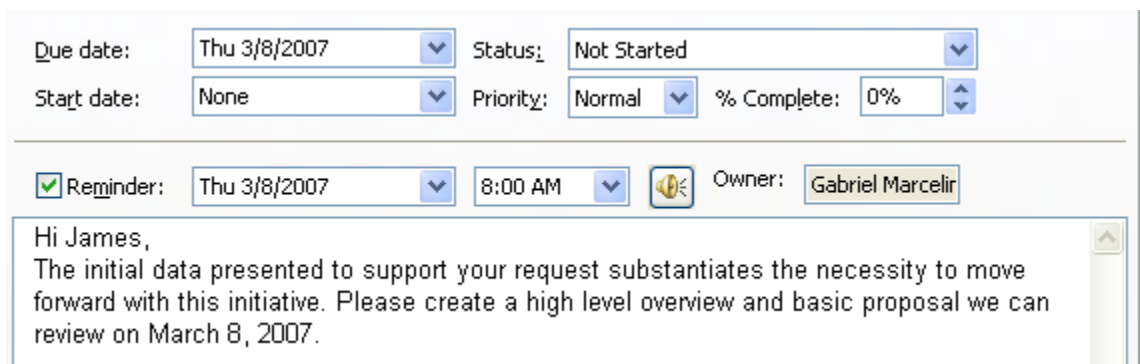
Reminder

Hi James,  
The initial  
forward wit  
review on t

your request substantiates the necessity to move  
ate a high level overview and basic proposal we can

Today None

- Any additional information can be included in the message body, just as it would if it were being sent as an e-mail. Also, like calendar reminders, you may opt to receive a reminder when the task is due.



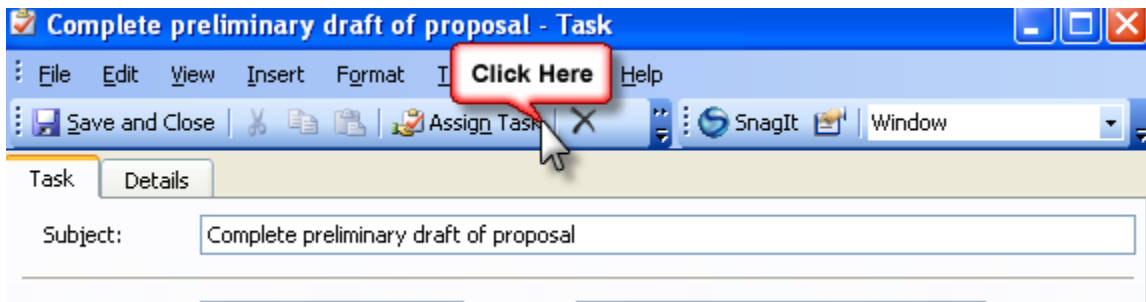
Due date: Thu 3/8/2007 Status: Not Started

Start date: None Priority: Normal % Complete: 0%

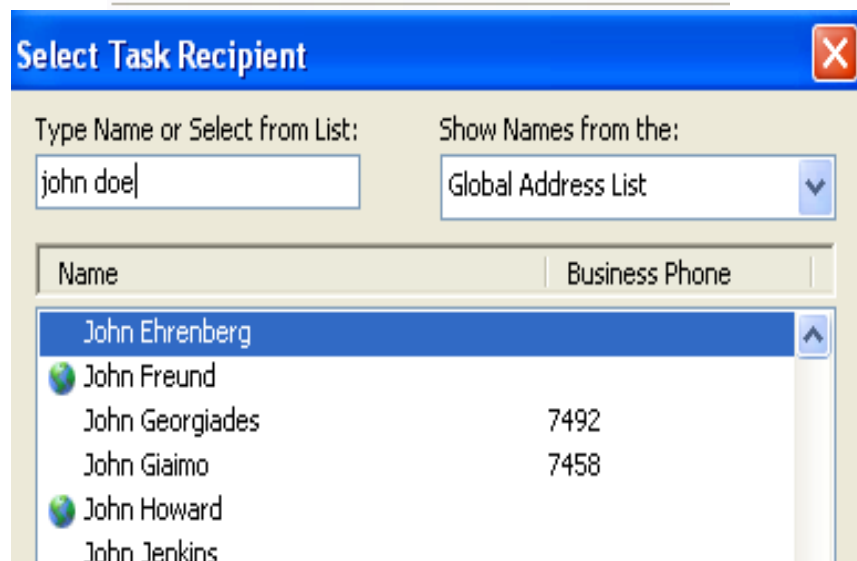
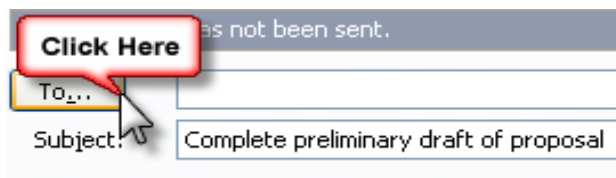
Reminder: Thu 3/8/2007 8:00 AM Owner: Gabriel Marcelir

Hi James,  
The initial data presented to support your request substantiates the necessity to move forward with this initiative. Please create a high level overview and basic proposal we can review on March 8, 2007.

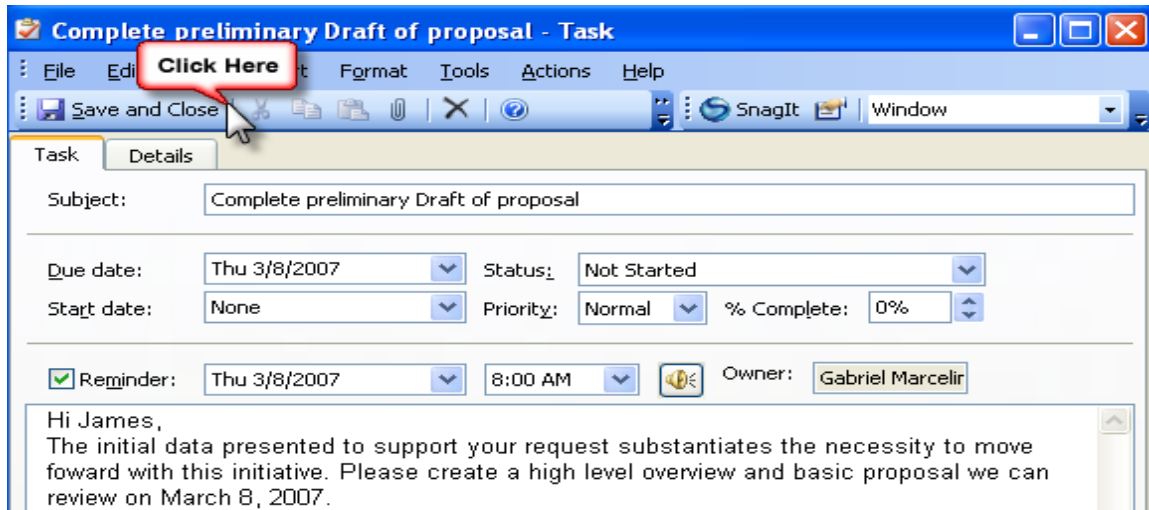
5. To assign a task to someone: Click the **Assign Task** button (shown Below)



6. Click the “**To**” button and select the assignee’s name from the list



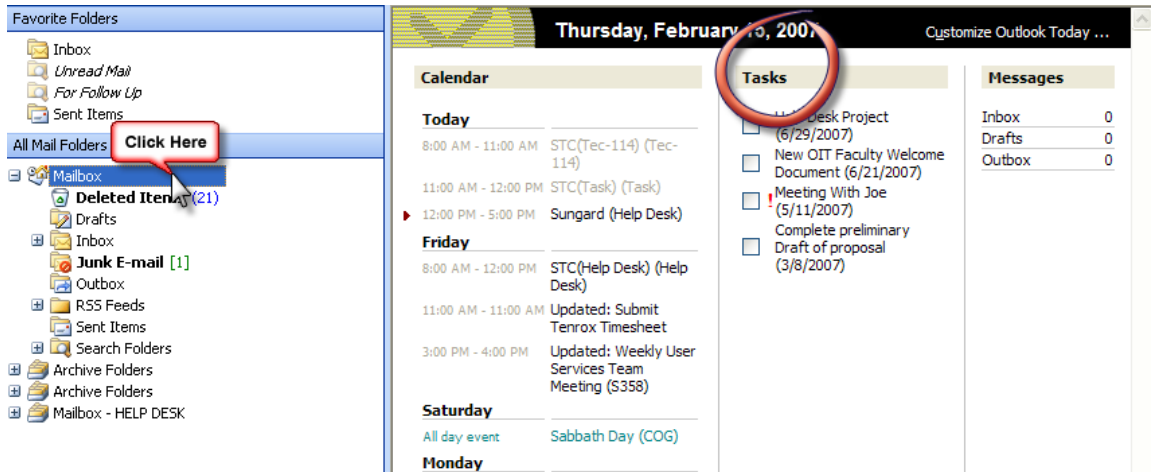
## 7. When Finished click on **Save and Close**



You now have a new task.

Tasks		Due Date
<input checked="" type="checkbox"/>	Subject	
Click here to add a new Task		
<input type="checkbox"/>	New OIT Faculty Welcome Document	Thu 6/21/2007
<input type="checkbox"/>	Help Desk Project	Fri 6/29/2007
<input type="checkbox"/>	Meeting With Joe	Fri 5/11/2007
<input type="checkbox"/>	Complete preliminary Draft of proposal	Thu 3/8/2007

**8. Tasks can be viewed by clicking the Mailbox folder at the top of Mail Folders.**



**OR**

By returning to the **Task Menu**

