Adding Tasks in Outlook 2007

September 20, 2010

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Adding Tasks

Choose the Task button on the left pane in Outlook. Our To Do List will appear in the center of the Microsoft Outlook window.

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Task Subject Text Box

We type Install Security Device in the Task Subject text box.

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Due Date

We use the right arrow to advance to December 2010 and we pick Friday the 3rd.

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Continue to Add Tasks

We enter more dates into the To Do List.

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Send Our Calendar Via Email

Once we finish our calendar, we send the schedule by email to our supervisor. We pick the Specify Dates for the Date Range. Now, we can communicate our schedule with ease.

