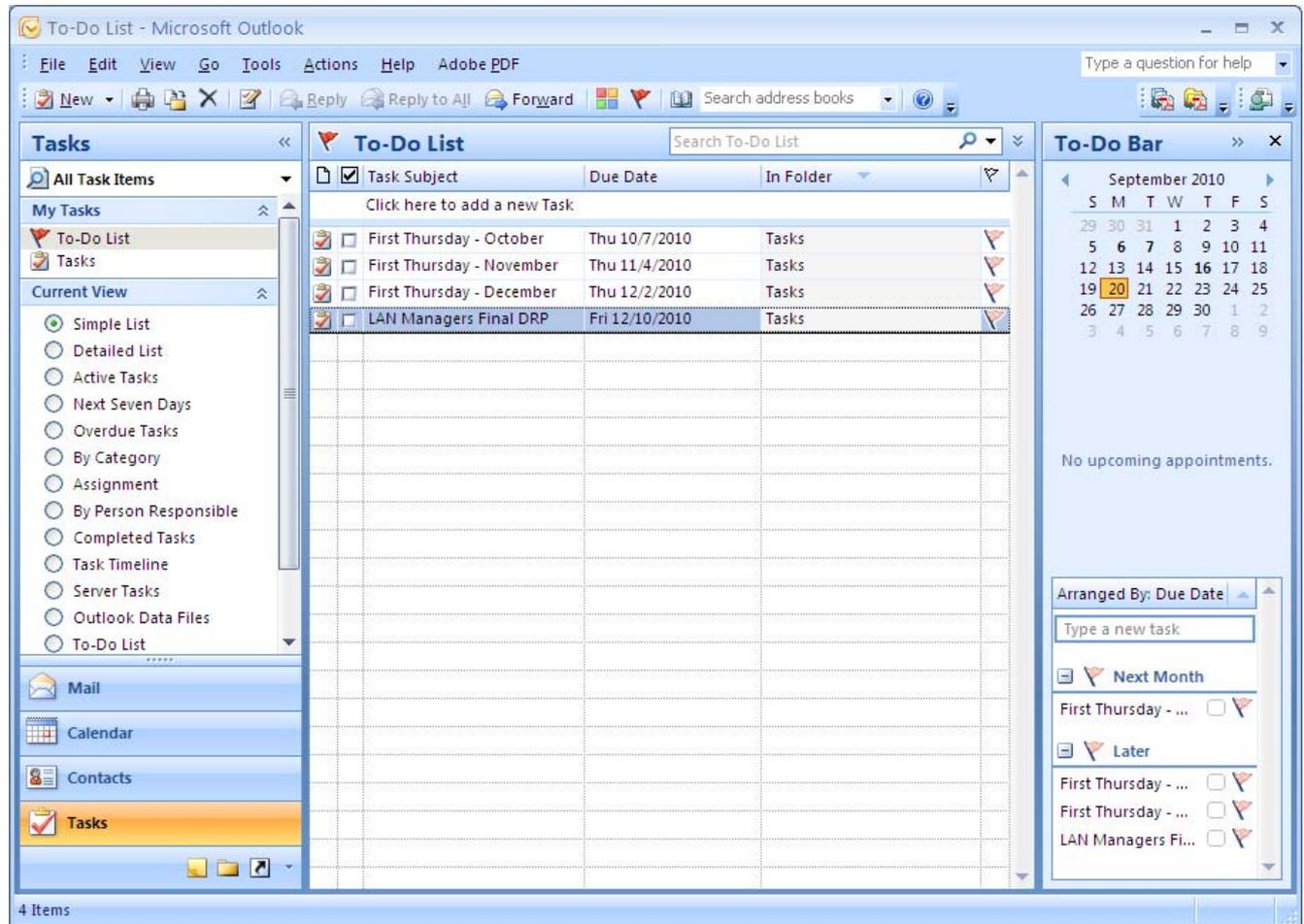


Adding Tasks in Outlook 2007

September 20, 2010

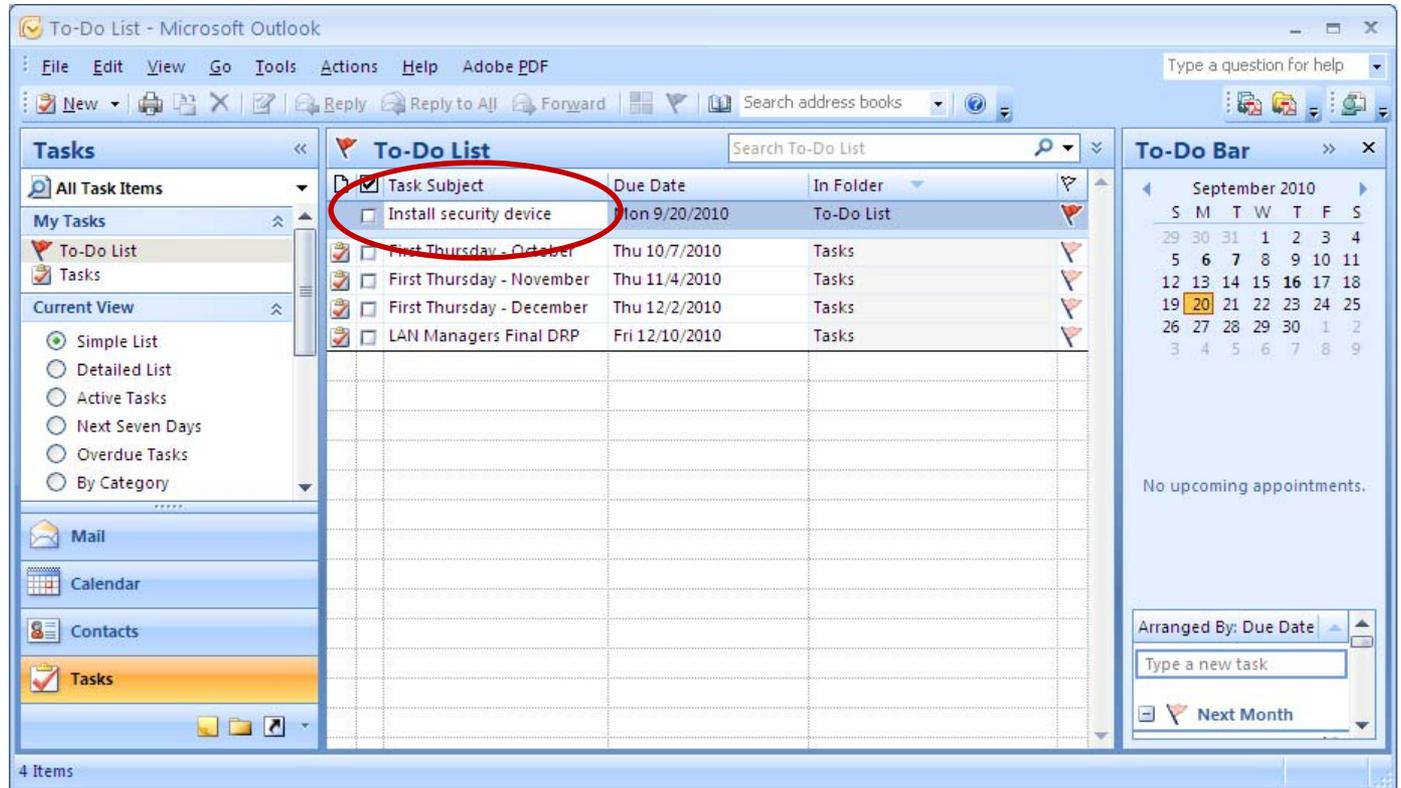
Adding Tasks

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



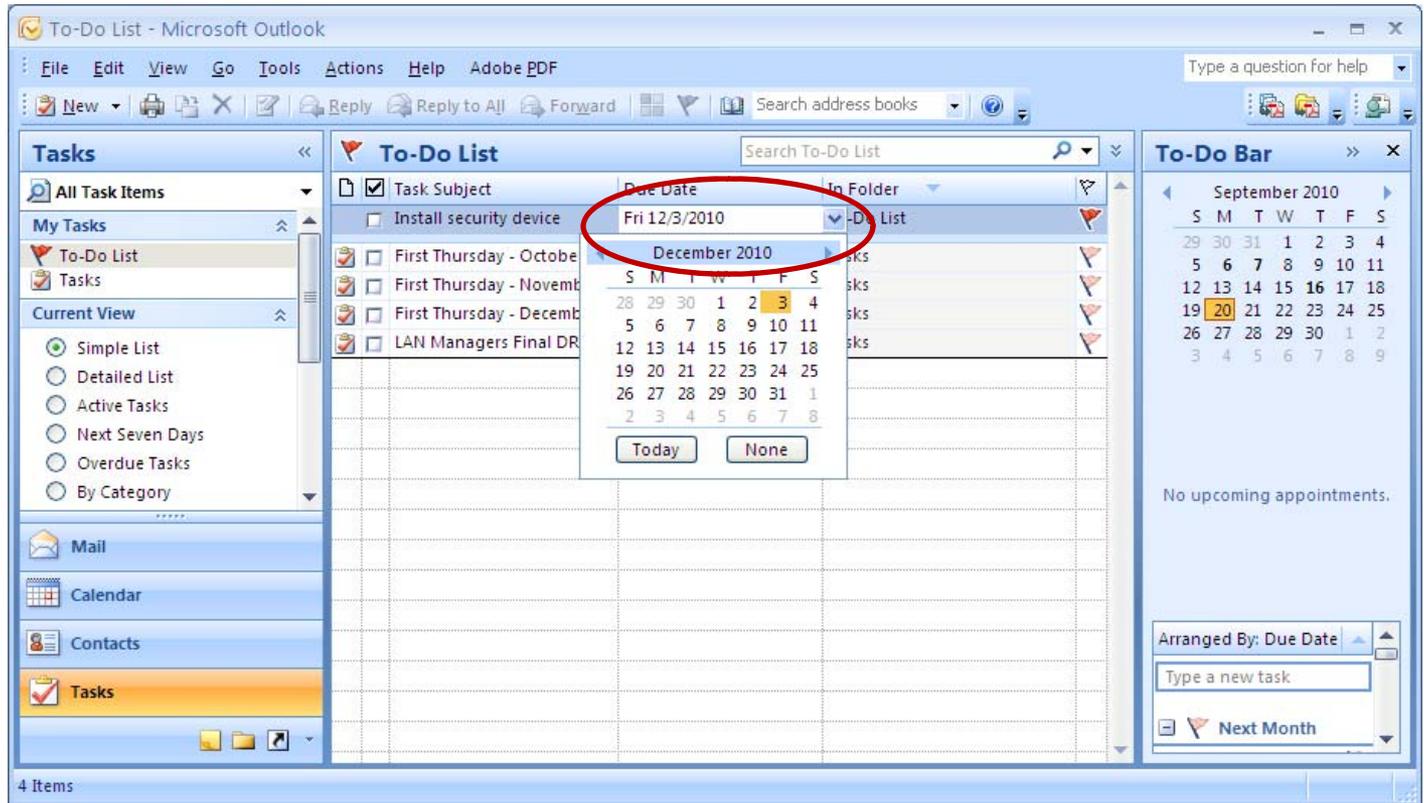
Task Subject Text Box

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



Due Date

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



Continue to Add Tasks

We enter more dates into the To Do List.

The screenshot shows the Microsoft Outlook interface with the To-Do List pane open. The main pane displays a list of tasks with columns for Task Subject, Due Date, and In Folder. The task "First Thursday - October" is selected, showing a due date of "Thu 10/7/2010". The right pane shows a calendar for September 2010, with the 20th highlighted. Below the calendar, it says "No upcoming appointments." and "Arranged By: Due Date".

Task Subject	Due Date	In Folder
<input type="checkbox"/> Load Exchange server 2003	Wed 9/22/2010	Tasks
<input type="checkbox"/> Midterm - Exchange	Fri 9/24/2010	Tasks
<input type="checkbox"/> Install students on Graphics server	Fri 9/24/2010	Tasks
<input type="checkbox"/> First Thursday - October	Thu 10/7/2010	Tasks
<input type="checkbox"/> Final Exam - Exchange	Thu 10/21/2010	Tasks
<input type="checkbox"/> First Thursday - November	Thu 11/4/2010	Tasks
<input type="checkbox"/> Midterm Exam - Security	Fri 11/19/2010	Tasks
<input type="checkbox"/> First Thursday - December	Thu 12/2/2010	Tasks
<input type="checkbox"/> Install security device	Fri 12/3/2010	Tasks
<input type="checkbox"/> LAN Managers Final DRP	Fri 12/10/2010	Tasks
<input type="checkbox"/> Final Exam - Security	Thu 12/16/2010	Tasks

11 Items

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.

