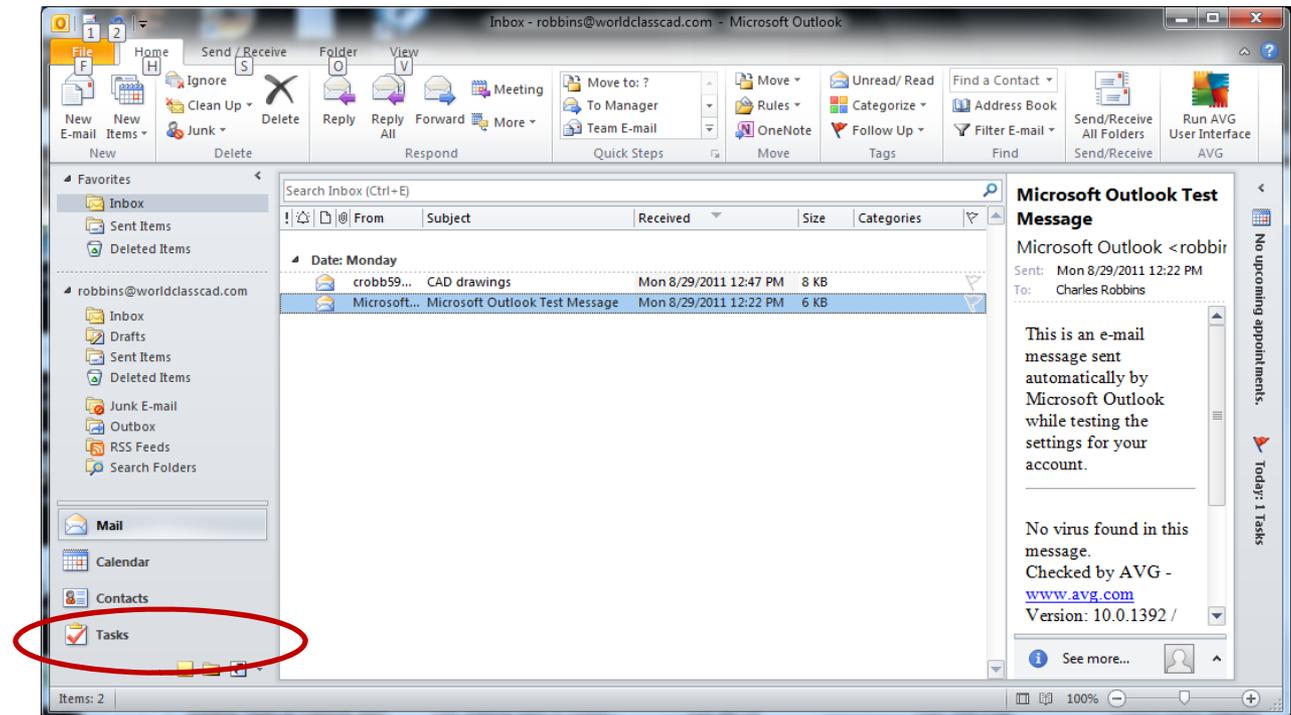


Adding Tasks in Outlook 2010

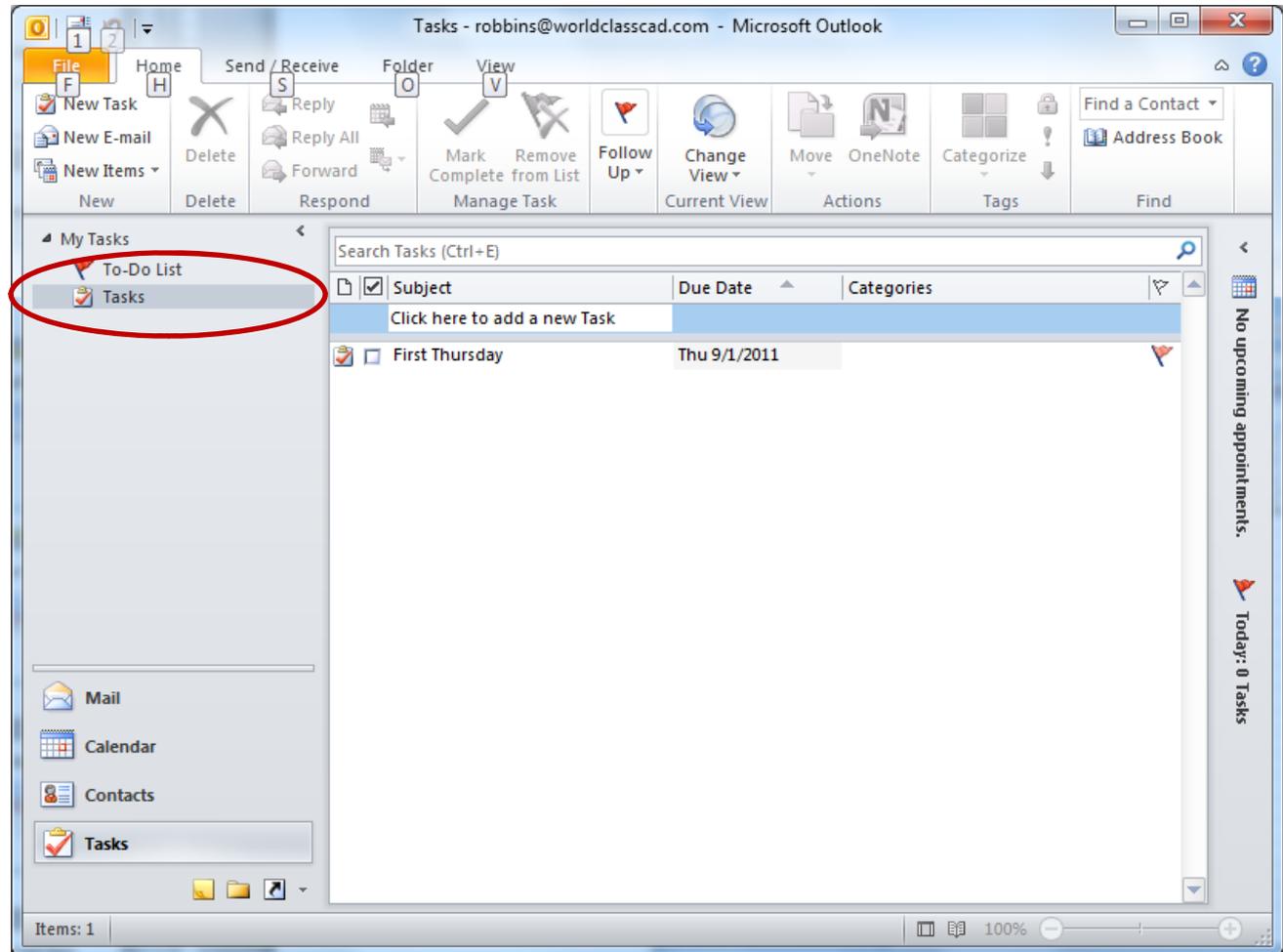
September 20, 2011

Open Outlook 2010 and select from the menu on the left pane.



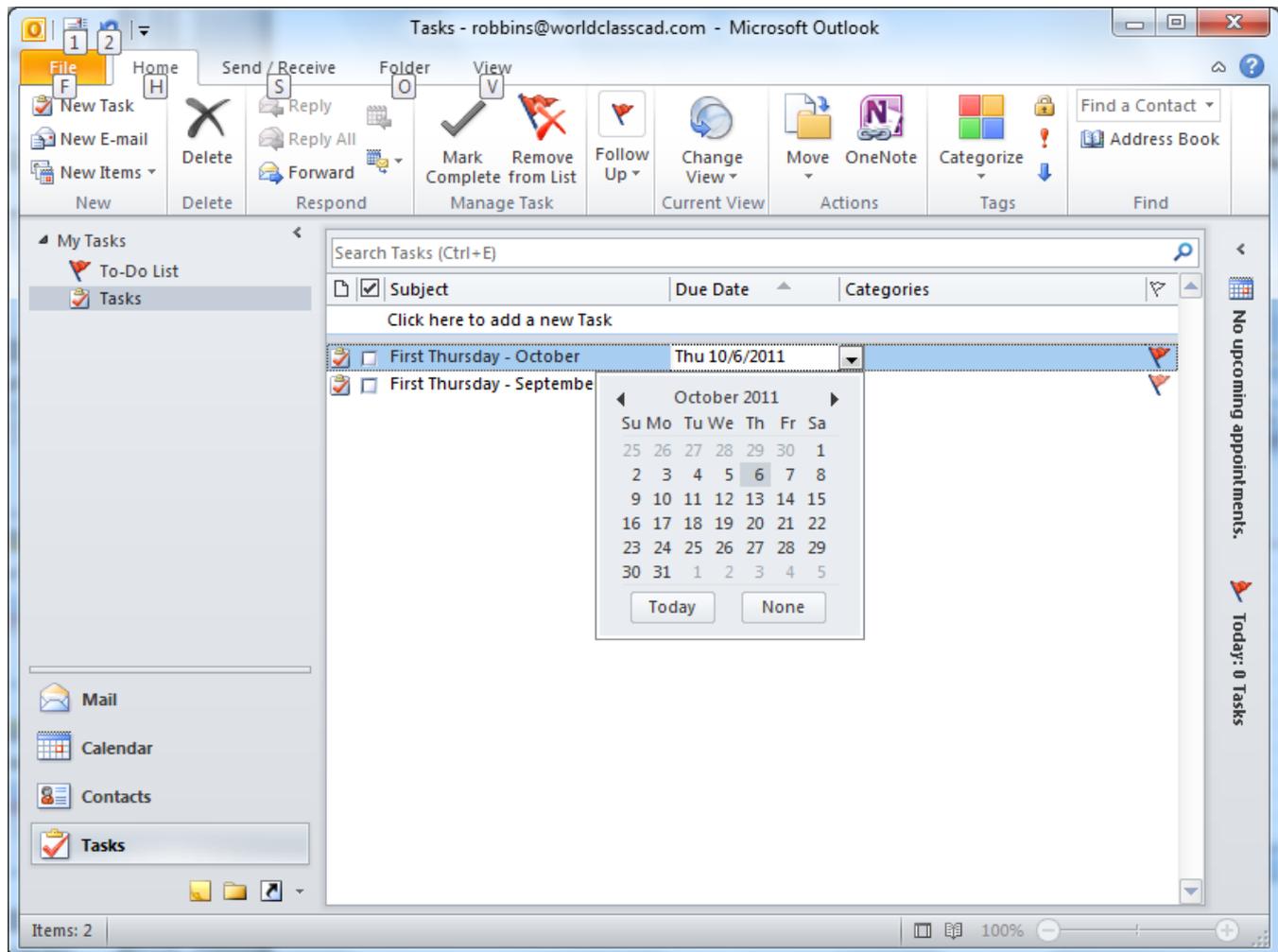
Adding Tasks

Our To Do List will appear in the center of the Microsoft Outlook window. We will pick Tasks under My Tasks.



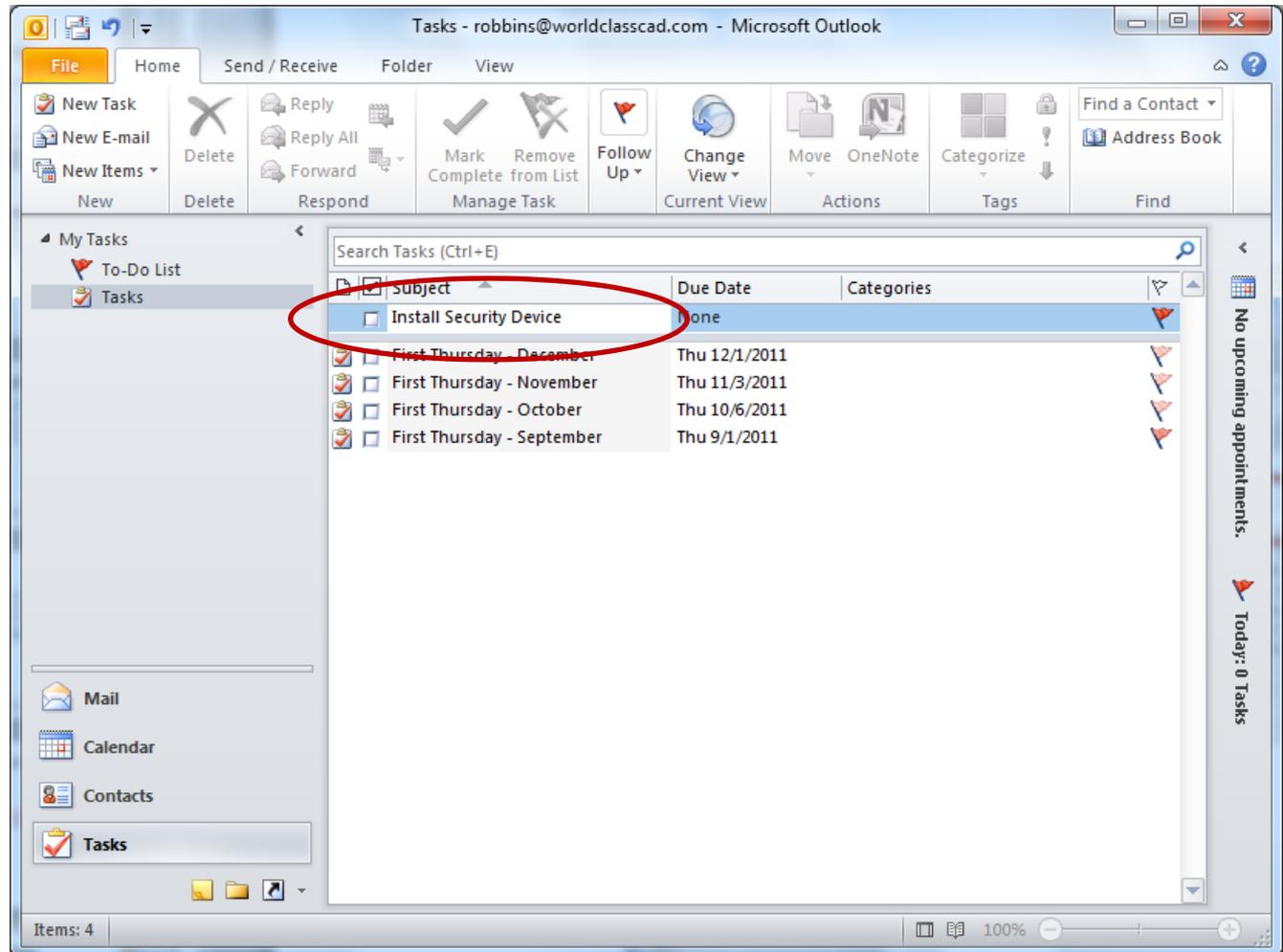
Adding a Task

We can add appointments and things we need to accomplish to the list. For each subject item that we add, we should include a due date.



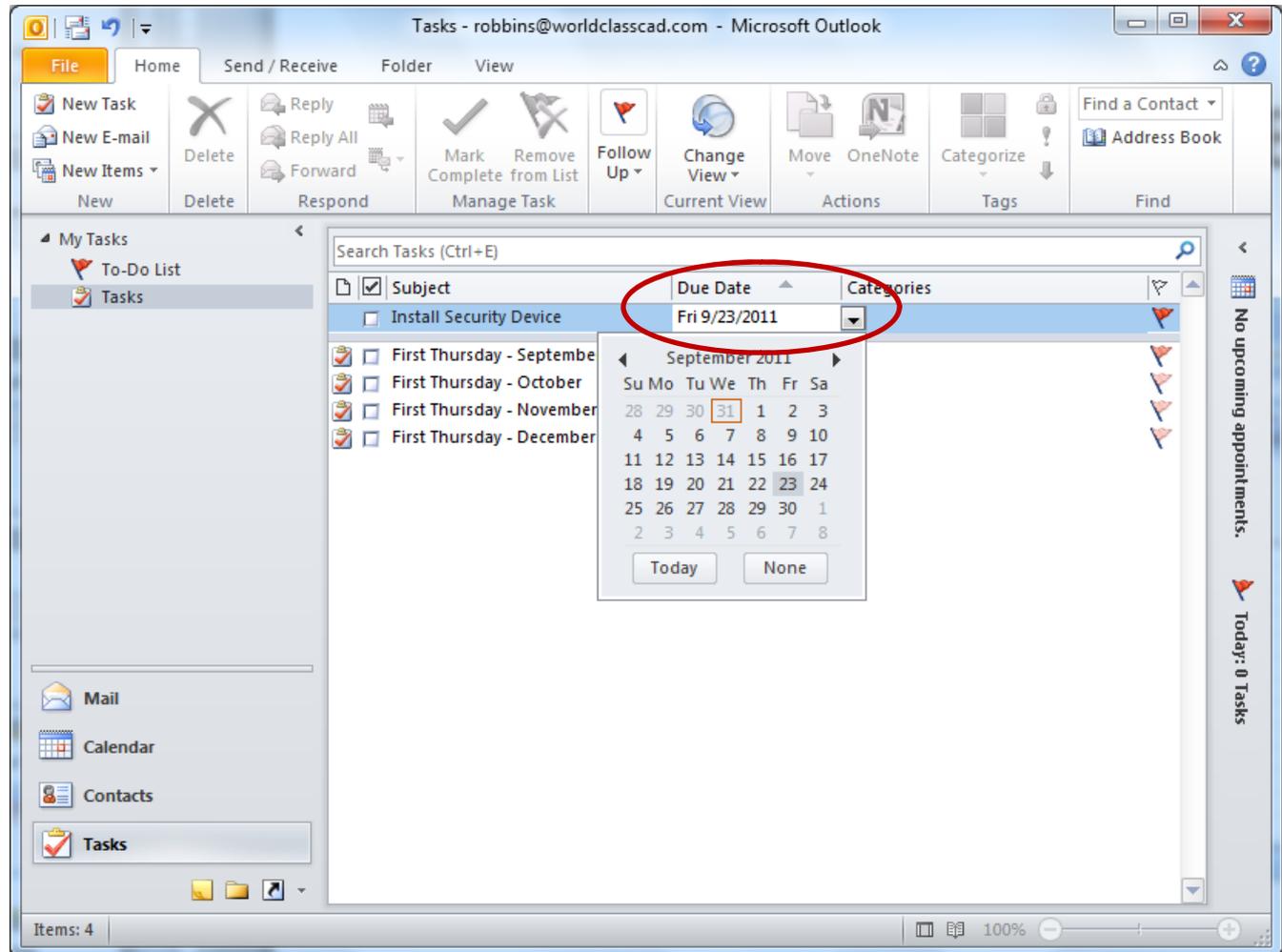
Task Subject Text Box

After typing in the First Thursday task for the next four months, we type Install Security Device in the Task Subject text box.



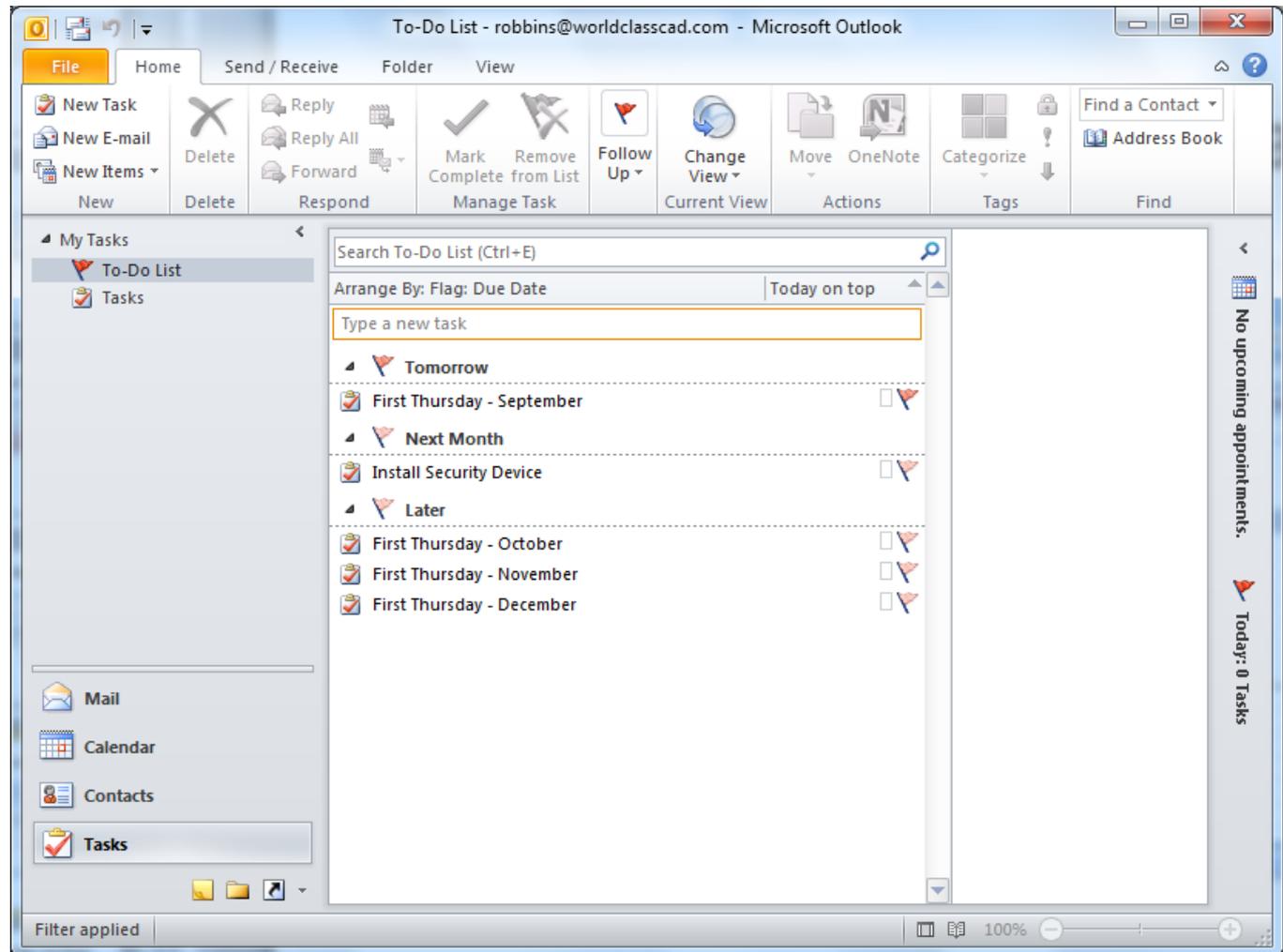
Due Date

We use the right arrow to advance to September 2011 and we pick Friday the 23rd.



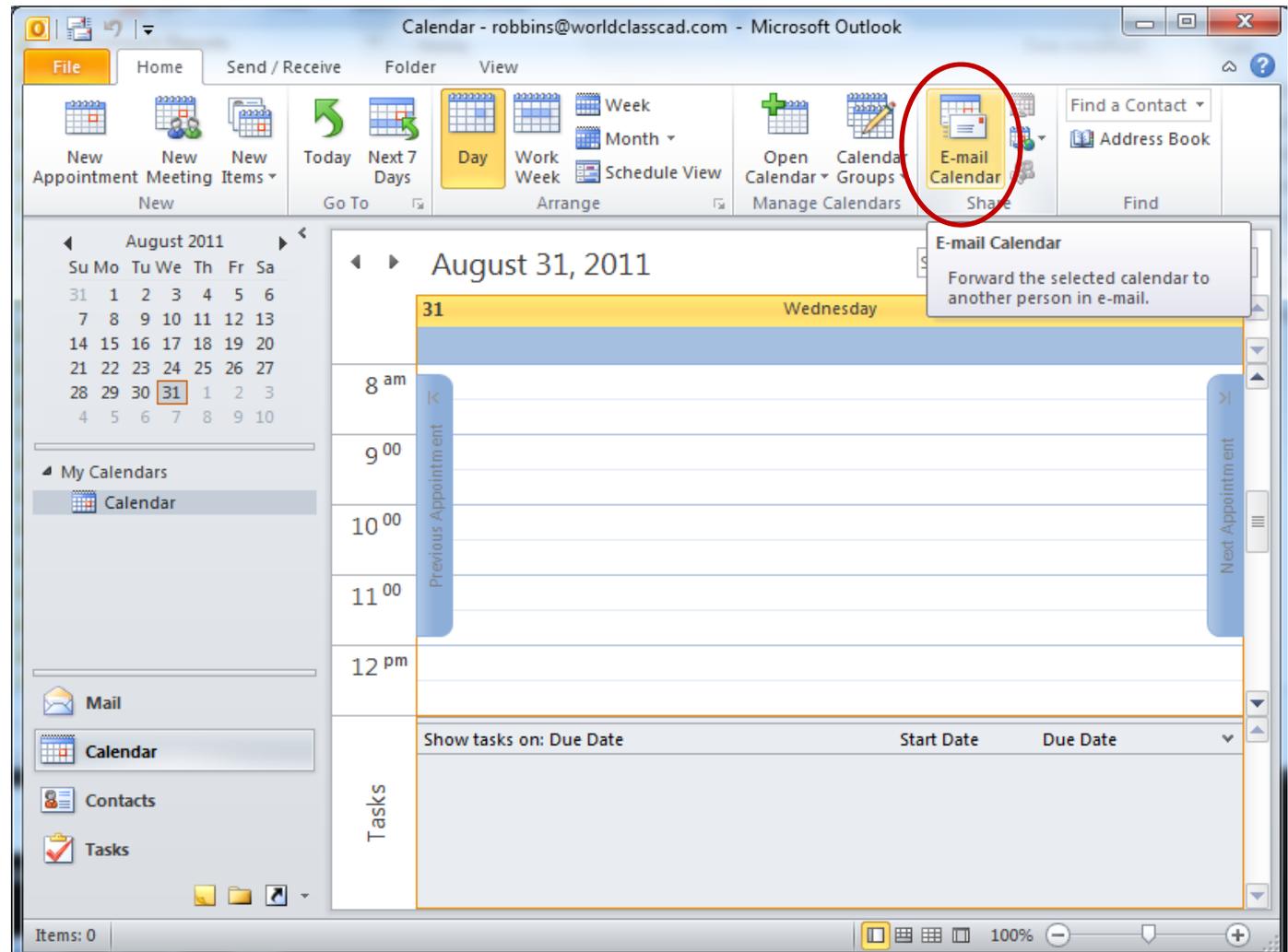
Continue to Add Tasks

We can enter more dates into the To Do List. The To-Do List is under My Task on the left pane.



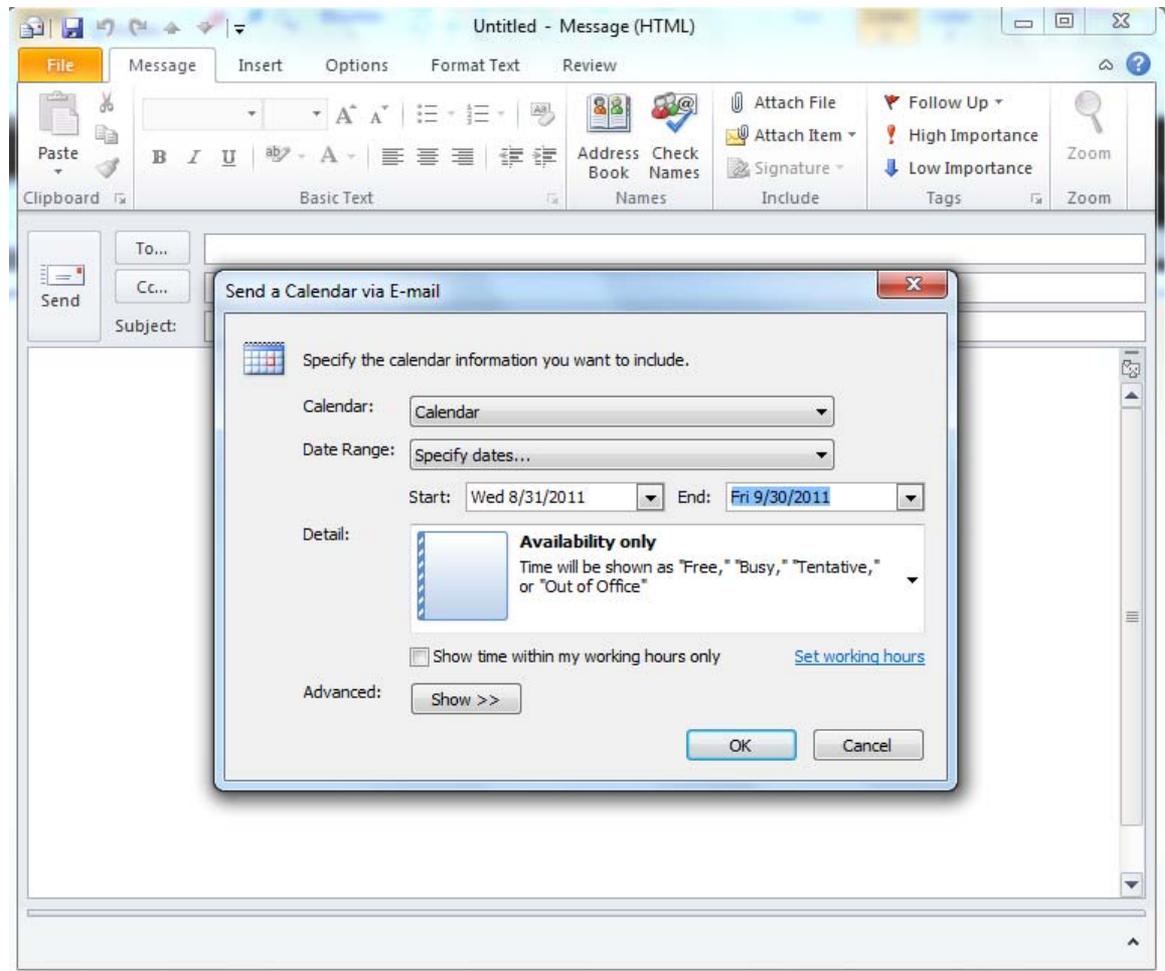
Email the Calendar

Many times we will want to email our schedule, so we change over to the Calendar view on the left pane and we can see the Email Calendar link on the ribbon. We should pick it.



Send Our Calendar Via Email

The Send a Calendar via Email and a new mail window will open. We pick the Specify Dates for the Date Range. We use the arrow on the right side of the date textbox to open the calendar and choose the dates. We press the OK button,



Email the Calendar

Our calendar for the dates specified is automatically attached to the email. We add the email address we want to send to and we can communicate our schedule with ease.

