

A task is an activity that you do not want to add to your calendar, but is something you may want to set a reminder for in order to monitor and complete it within a specified period of time

You can either create a task or set up a reminder on a received email

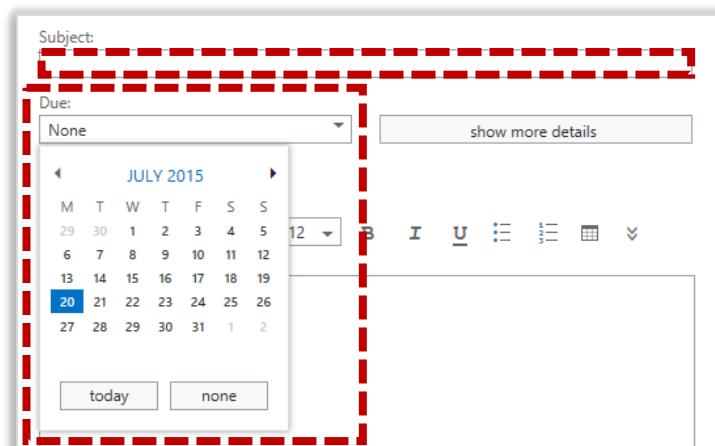
To create a task:

- 1 Click on **Tasks** in the navigation bar at the top right of the screen

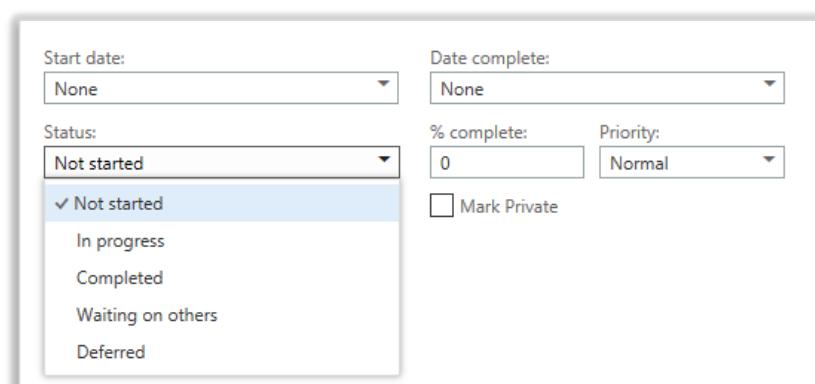


- 2 Click **New task**  at the top left of the screen

- 3 Enter the **subject** in the empty text field and select the due date by clicking on the **Due** drop down list and selecting a date from the calendar



- 4 Click **show more details**  to enter in additional details by choosing from the various options in the drop down lists



- 5 You can enter a **start and completion date** by selecting a date from the drop down lists

- 6 You can set the status of your task as either **Not started**, **In progress**, **Completed**, **Waiting on others** or **Deferred**

**7** You can type a number in the **% complete** box to detail how far through the task you are

**8** You can set a task's priority by choosing either **Low, Normal** or **High** from the **Priority** drop down list

**9** You can mark a task as private, meaning others will not be able to see the details of the task by selecting the **Mark private** box

**10** Under Total work, you can enter the **time spent on the task** (either by minutes, hours, days or weeks), **Mileage, Billing** and **Companies**

A screenshot of a form section with five input fields. The first row contains 'Total work:' with a text box containing '0' and a dropdown menu set to 'hours', followed by 'Actual work:' with a text box containing '0' and a dropdown menu set to 'hours'. The second row contains 'Mileage:' with an empty text box and 'Billing:' with an empty text box. The third row contains 'Companies:' with an empty text box.

**11** Type **details** and **notes** for the task in the large **text box** towards the bottom of the screen

A screenshot of a large text box for entering details and notes. At the top, there is a rich text editor toolbar with a font dropdown set to 'Calibri', a size dropdown set to '12', and icons for bold (B), italic (I), underline (U), bulleted list, numbered list, table, and a downward arrow.

**12** When you have finished, click **Save**  at the top of the screen

For information on setting reminders and repetitions for a task, refer to the **Setting a task reminder** section of this module

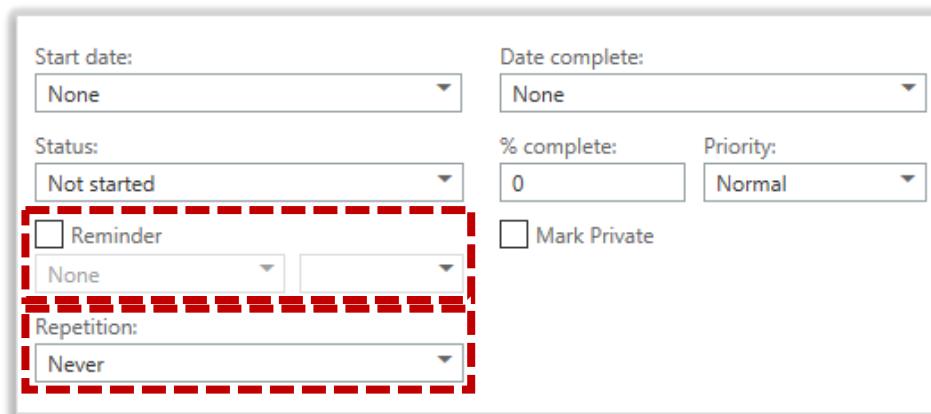
A reminder box appears on screen at a specified time, notifying you of a task to be completed or prompting you to do something

To set a reminder when creating a new task:

- 1 Click **Tasks** in the navigation bar at the top right of the screen

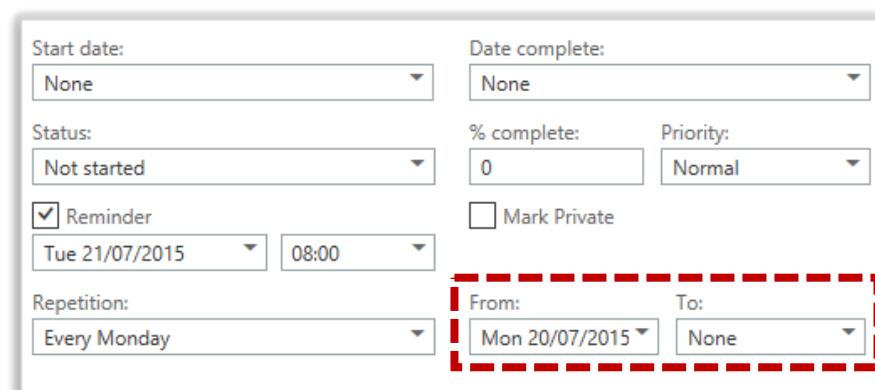


- 2 When entering details of your new task, click **Show more details** and select the **Reminder box**



- 3 Select the **date and time** of your reminder

- 4 Select the frequency of any **Repetitions** of the task and enter a date in the **From and To boxes** to set the time frame in which you want the task to be repeated



- 5 When you have finished, click **Save**  at the top of the screen

At the specified time, a reminder will appear on screen notifying you about the task; to manage reminders refer to the **Managing Reminders** section in this module

Flags can be used to set reminders on emails in your Inbox

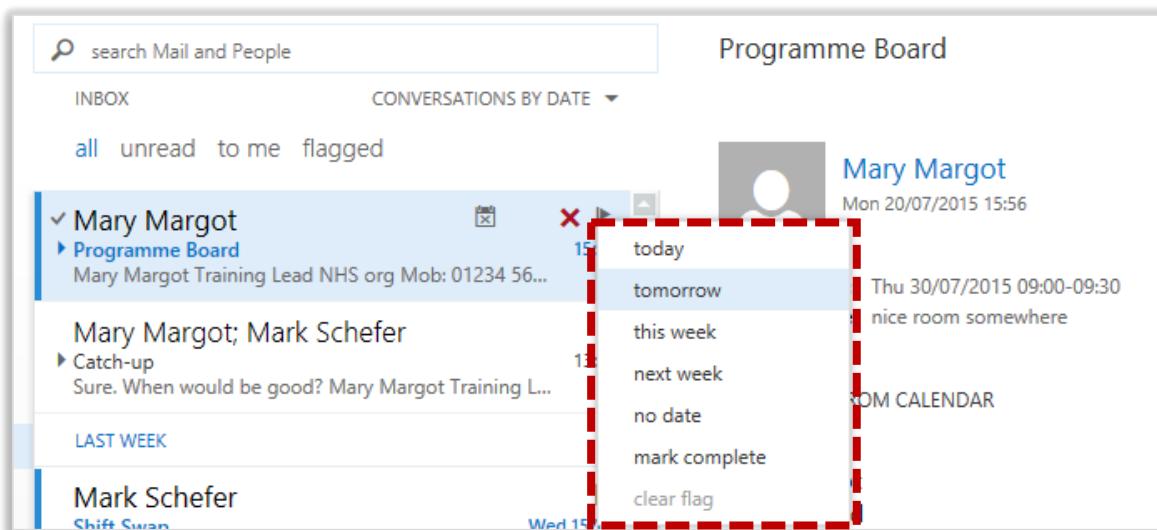
To set a reminder on an email:

**1** Click **Mail** in the navigation bar at the top right of the screen



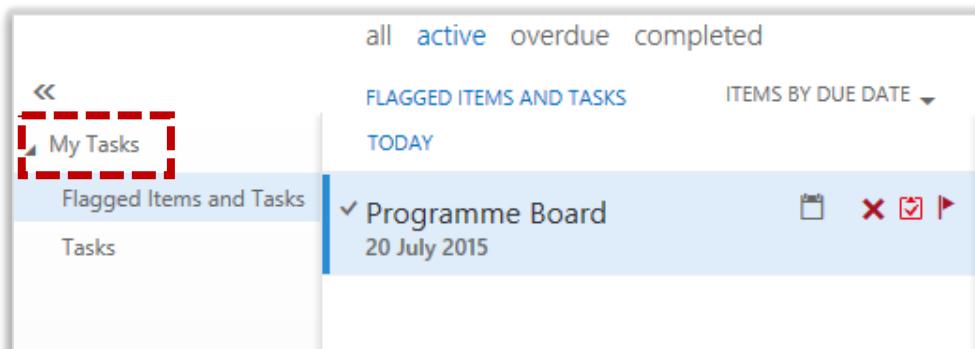
**2** Identify the email you want to add to tasks and right click on the **flag icon**  to the right of the email subject

**3** Select a **task completion date** from the drop down list



The email will then be added to your flagged items and tasks list located under My Tasks on the left side of the Tasks page

If you left click the flag icon, the completion date will automatically be set as Today



A reminder will appear on screen on the completion day you selected or when it is overdue

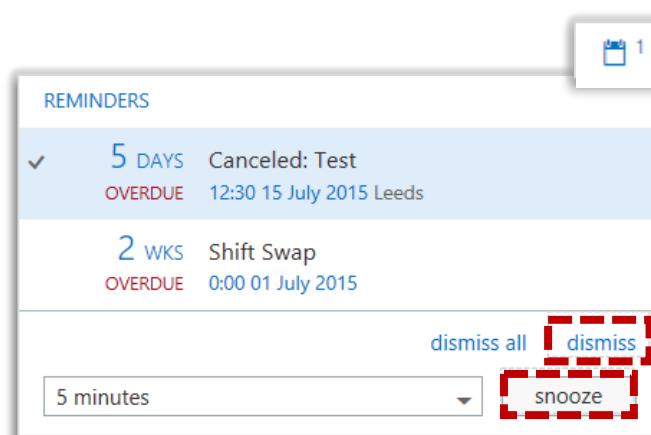
**4** If you would like the due date to be later than those listed, you can edit the flagged item at a later date by right clicking on the **flag icon**

A reminder box appears at the top of the screen, notifying you about a task to complete at a time specified by you. You can either dismiss the reminder or snooze it for a specified period of time, so that it will appear on screen again at a later time

To manage a reminder that appears at the top of the screen, notifying you about a task:

1

Click **snooze**  to postpone the reminder or **dismiss** to discard the reminder



2

If you select **snooze**, indicate the **amount of time you would like to pass** before you are notified about the task again, by selecting an option from the drop down list



## Editing a reminder

To edit a reminder:

1

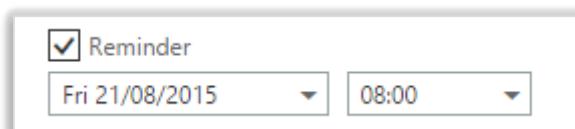
Click on **Tasks** in the navigation bar at the top right of the screen



Mail Calendar People **Tasks**

2

Select the task that has the reminder you want to edit and you can choose a **new date and time** from the **Reminder** drop down lists at the right of the screen



Reminder  
Fri 21/08/2015 08:00

3

You can also edit the repetitions of a reminder, by clicking **Edit**  at the top of the screen and choosing a new frequency from the **Repetitions** drop down list

4

Once you have set a repetition you can edit the **start and end date** of the repetitions by choosing an option from the **From** and **To** drop down lists

5

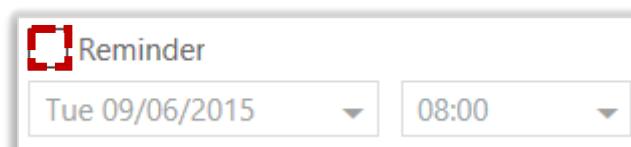
When you have finished, click **Save**  at the top of the screen

## Deleting a reminder

To delete a reminder:

1

Deselect the **Reminder box** towards the bottom of the screen



Reminder  
Tue 09/06/2015 08:00

## Editing tasks

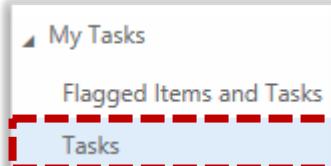
To edit a task, such as changing the due date, editing reminders or adding progress:

- 1 Click **Tasks** in the navigation bar at the top right of the screen



Mail Calendar People **Tasks**

- 2 Click **Tasks** on the left side of the screen



My Tasks  
Flagged Items and Tasks  
**Tasks**

- 3 Select the task you would like to edit

- 4 On the right side of the screen, click **Edit** 

- 5 You can edit the **due date, notes about the task** and more



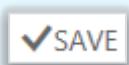
### Handy Hint

For a quicker way to change the due date, right click on the flag icon and select an option

- 6 To categorise a task, click the **three dots**  at the top of the page and select **categorize**

For more information on how categorisation works refer to [Categorising emails in the Outlook Web App Learning Series](#)

- 7 To edit the progress of your task, type the percentage completed in the **% complete** drop down list

- 8 When you have finished editing, click **Save**  at the top of the screen

## Sorting tasks

A task can be sorted in the same way as an email, as detailed in the Outlook Web App Learning Series under Grouping and sorting emails

To sort a task:

1

Choose either due date, start date, status, subject, attachments, importance or type from the **Sort By** drop down list

## Marking tasks as complete

To mark a task as complete:

1

Click **Complete**  at the top right of the screen

The task will then have a line through it and a tick to the right of it



### Handy Hint

You can also click the flag icon to complete a task and then click the tick to un-complete it



### Handy Hint

To bulk delete or complete tasks, select the boxes to the left of each task and then click Delete or Complete in the centre of the screen

# Deleting a task

## Deleting a task

To delete a task:

- 1 Click **Tasks** in the navigation bar at the top right of the screen



- 2 Move the cursor over the task you want to delete and click the **red cross**  to the right of it

If you are deleting an email added to the tasks list, an on screen message will appear asking you if you are sure you want to delete the email

- 3 Select **Yes** to delete the email from the flagged item and tasks list

### Warning

Deleting this item will delete the email message.  
Do you want to continue?

Don't show me this message again

Yes

No



### Warning

A confirmation message does not appear on screen when you are deleting a task that you created

## Retrieving a deleted task

To retrieve a task that you accidentally deleted:

- 1 Click **Mail** in the navigation bar at the top right of the screen



- 2 Click on the **Deleted Items** folder on the left side of the screen and **search** for the task you would like to retrieve in the search bar

- 3 Click **Move To Tasks** to move the task back to your tasks list

### Training

This item must be returned to its original folder before it can be viewed.

 DELETE  
 MOVE TO Tasks