



How to create a task in Outlook

What are you going to do?	How to do it?	Where is it?
<p>Create a rule from an e-mail</p>	<p>Click and drag the e-mail down over Tasks in the bottom of the program.</p> <p>When you release the mouse button, a task is created, and you can fill in information as needed.</p>	
<p>Create a task directly in the task list</p>	<p>Click Type a new task.</p> <p>Write the name of the task, and click the Enter-key.</p> <p>Now you can see the task at the task list.</p> <p>You can now fill in more details.</p>	





<p>Create a task</p>	<p>Click New Items at the HOME tab.</p> <p>Select Task.</p>	
<p>Fill in task box with information</p>	<p>Fill in the information as needed: start date, due date, status, priority, reminder etc.</p>	
<p>Mark the task as private, so that others can not see it when you share folders.</p>	<p>Click Tags on the TASK tab.</p> <p>Select Private.</p>	
<p>Add categories and flags</p>	<p>Click Tags on the TASK tab.</p> <p>Choose a category or a flag.</p>	





<p>Create a recurring task</p>	<p>Click Recurrence on the TASK tab.</p> <p>Fill in the information as needed.</p> <p>Click OK.</p>	<p>Recurrence</p> <p>Task Recurrence</p> <p>Recurrence pattern</p> <p><input type="radio"/> Daily</p> <p><input checked="" type="radio"/> Recur every 1 week(s) on</p> <p><input checked="" type="radio"/> Weekly</p> <p><input type="checkbox"/> mandag <input type="checkbox"/> tirsdag <input type="checkbox"/> onsdag <input checked="" type="checkbox"/> torsdag</p> <p><input type="checkbox"/> fredag <input type="checkbox"/> lørdag <input type="checkbox"/> søndag</p> <p><input type="radio"/> Monthly</p> <p><input type="radio"/> Yearly</p> <p><input type="checkbox"/> Regenerate new task 1 week(s) after each task is completed</p> <p>Range of recurrence</p> <p>Start: to 27-08</p> <p><input type="radio"/> No end date</p> <p><input checked="" type="radio"/> End after: 13 occurrences</p> <p><input type="radio"/> End by: to 19-11</p> <p>OK Cancel Remove Recurrence</p>
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