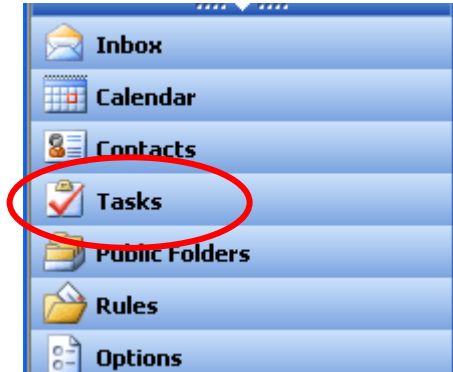


# OUTLOOK WEB ACCESS PROGRAM - PART V

## THE TASK LIST FUNCTION

(1.) Begin by clicking on **Tasks**



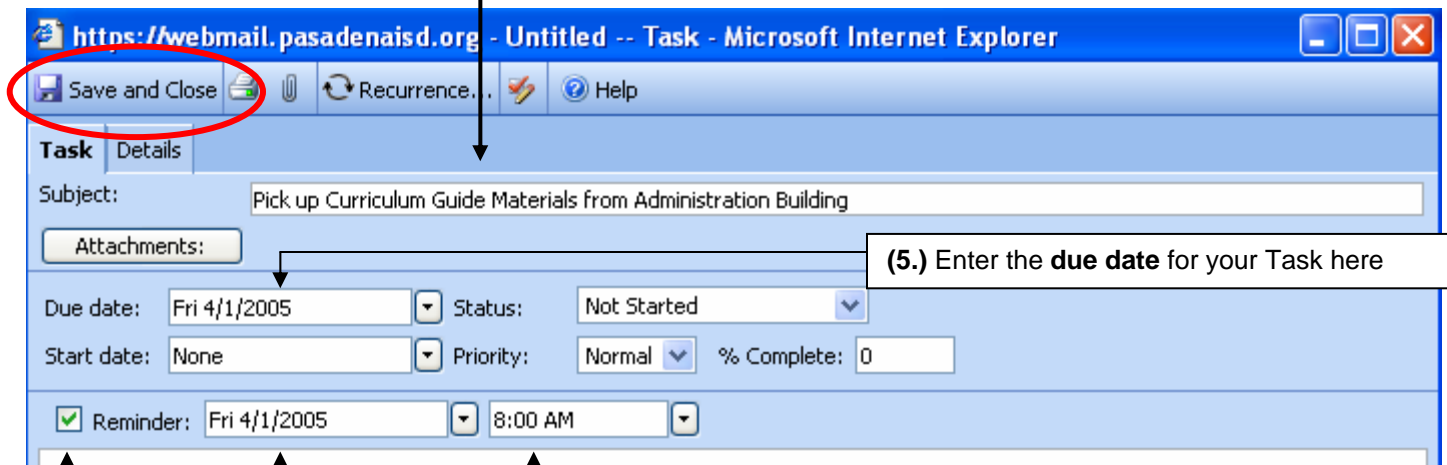
(2.) This menu will appear at the top of the screen: →



(3.) Click on **New** to create a new task:

(7.) When you are finished, click on **Save and Close**

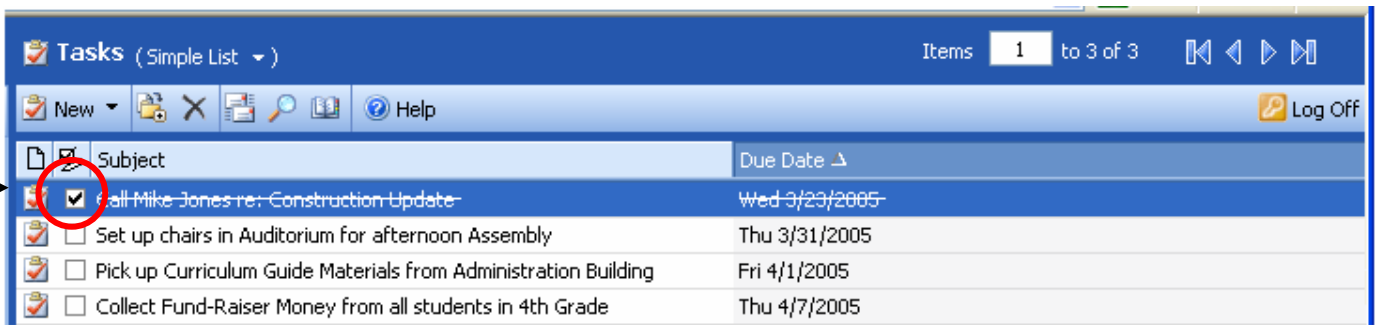
(4.) Enter the **subject** of your Task

A screenshot of the Outlook Web Access 'Task' form. The 'Save and Close' button is highlighted with a red oval. The subject is 'Pick up Curriculum Guide Materials from Administration Building'. The due date is 'Fri 4/1/2005', status is 'Not Started', and reminder is 'Fri 4/1/2005 8:00 AM'. The form also includes fields for Attachments, Start date, Priority, and % Complete.

(5.) Enter the **due date** for your Task here

(6.) Enter a **reminder** for your task here (optional)

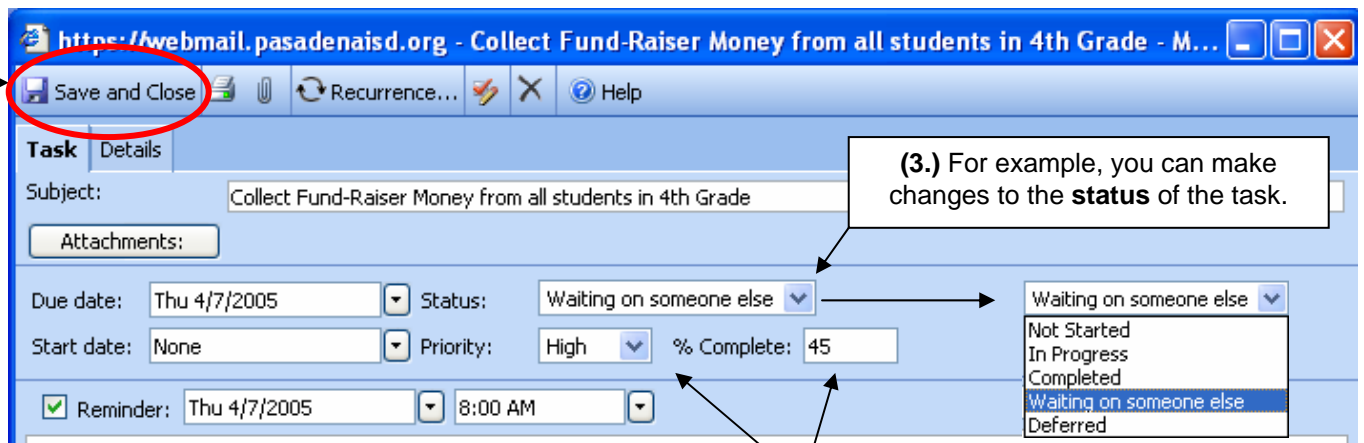
Saved tasks appear in this list:



(1.) Placing a check in this box will mark the task as **completed**.

(2.) Double Clicking on an item will open it, so that updates to the task can be entered.

(5.) Click on **Save and Close** when you are finished.



(3.) For example, you can make changes to the **status** of the task.

(4.) You can also enter the **% complete** or change the **priority** of the task.