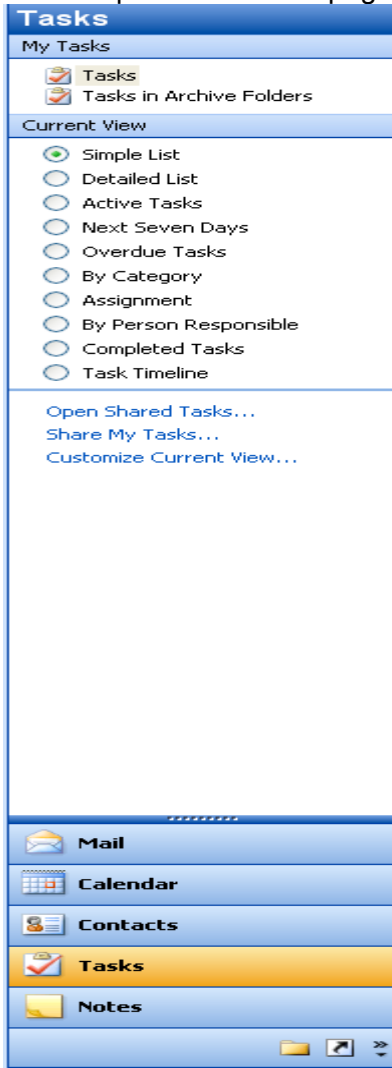
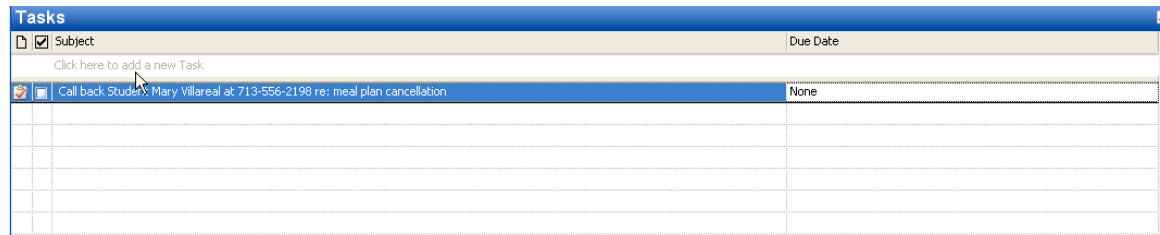


Using Outlook to Manage Tasks

1. To access “Tasks” in Outlook, click on the “Tasks” at the bottom of Outlook. This will open the “Tasks” page where you can input tasks and set reminders.

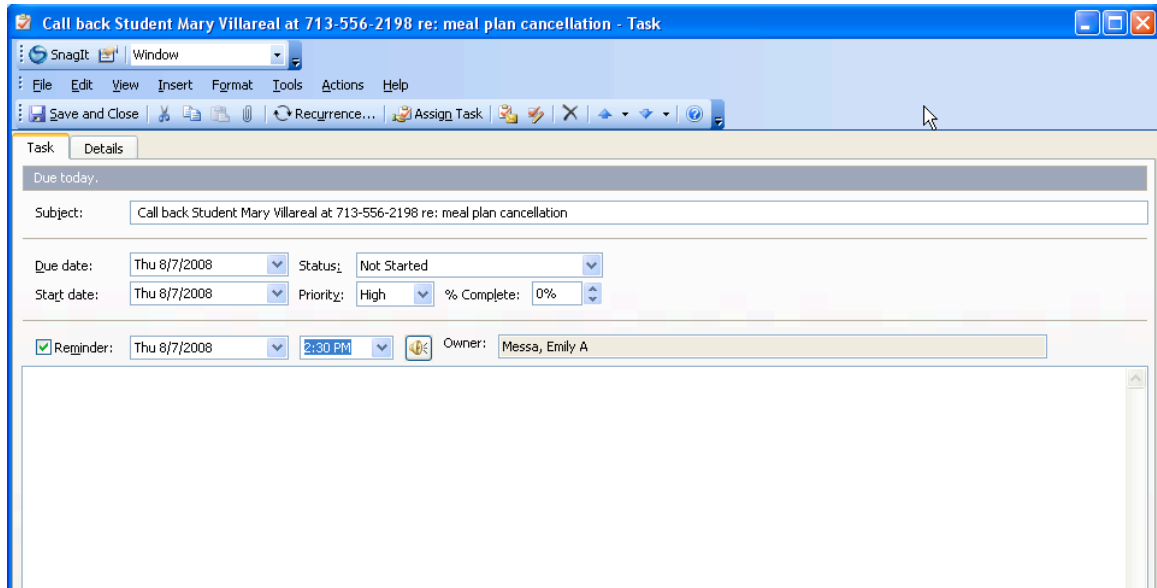


2. Put your cursor on the first available line to enter a task.



3. Type in a Due Date in the Due Date column.

4. Double click on "Due Date" to set a reminder for the task.



5. When the task is due, a reminder will pop up on your screen.

