

How to create a task in Outlook				
What are you going to to?	How to do it?	Where is it?		
Create a rule from an e-mail	Click and drag the e- mail down over <b>Tasks</b> in the bottom of the program. When you release the mouse button, a task is created, and you can fill in information as needed.	FILE       HOME       SEND / RECEIVE       FOLDER       VIEW       Folder B:         Image: Send Participation       Image: Send Pa		
Create a task directly in the task list	Click <b>Type a new task</b> . Write the name of the task, and click the <b>Enter-</b> key. Now you can see the task at the task list. You can now fill in more details.	Search To-Do List (Ctrl+E) Categories Arrange by: Categories Type a new task		



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Read more about personal planning in the book: Planlæg bedre – få mere tid by Kirsten Andersen, Mariann Bach Nielsen and Claus Bekker Jensen You can also read the book in English: Plan Better – Get More Time – www.planbetter.dk © www.planlaeg.dk



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

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Create a recurring task	Click <b>Recurrence</b> on the <b>TASK</b> tab. Fill in the information	Recurrence
	as needed.	Task Recurrence
		Recurrence pattern         Daily       Recur every         Weekly       mandag         Monthly       fredag         Iørdag       søndag         Yearly       Regenerate new task
	Click <b>OK</b> .	Range of recurrence   Start: to 27-08   Image: Constraint of the start of the s



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