

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 Tasks 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 Type a new task . Write the name of the task, and click the Enter- 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 New Items at the HOME 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 Tags on the TASK tab. Select Private .	► Tags Tags Tags Tags Tags Tags
Add categories and flags	Click Tags on the TASK tab. Choose a category or a flag.	Tags

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Create a recurring task	Click Recurrence on the TASK 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 OK .	Range of recurrence Start: to 27-08 Image: Constraint of the start of the s



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