

Using Outlook Task List

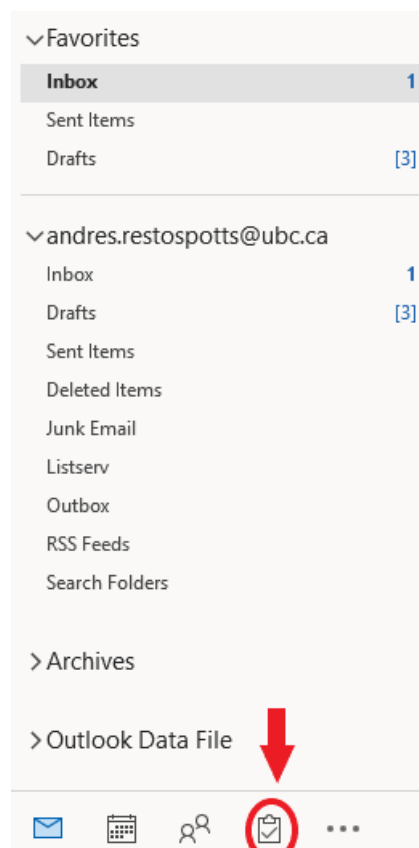
Purpose

To avoid clutter in your Inbox, it is important to be able to prioritize messages and establish an efficient workflow. Using the Task List functionality in Outlook will allow you to clear out messages which do not require immediate action. By scheduling reminders for the message, Outlook will call your attention to it once action is needed.

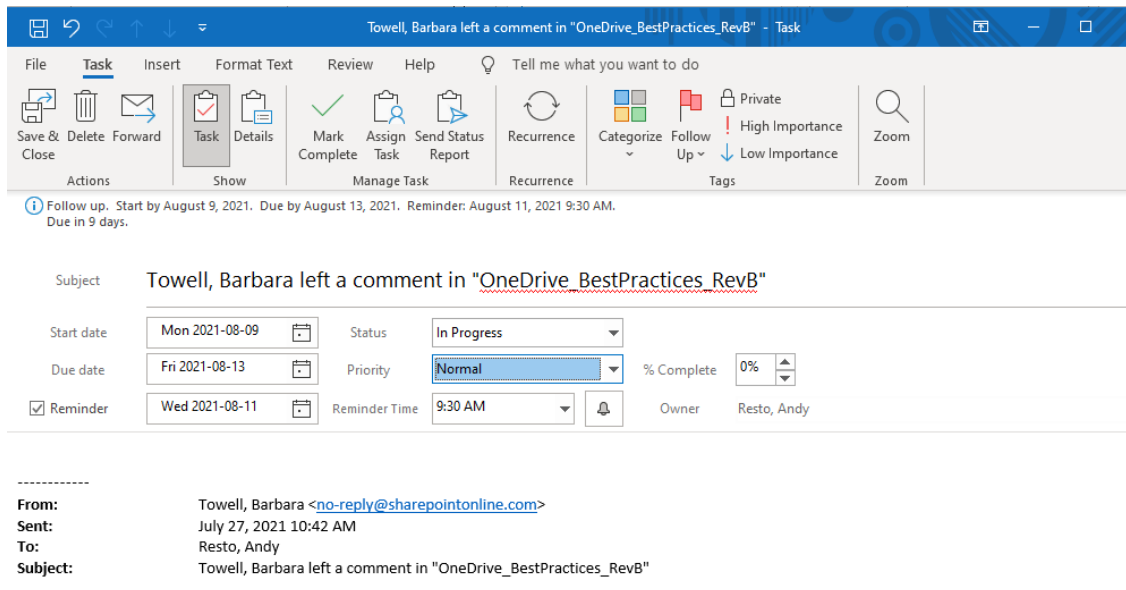
Developing a system for setting tasks to messages in your Inbox will improve work efficiency and lessen the data load not only in your mailbox but throughout your department.

Walkthrough

1. To start, select an email that you would like to set a task for and drag it into the Tasks icon at the bottom left of your Outlook page as shown below



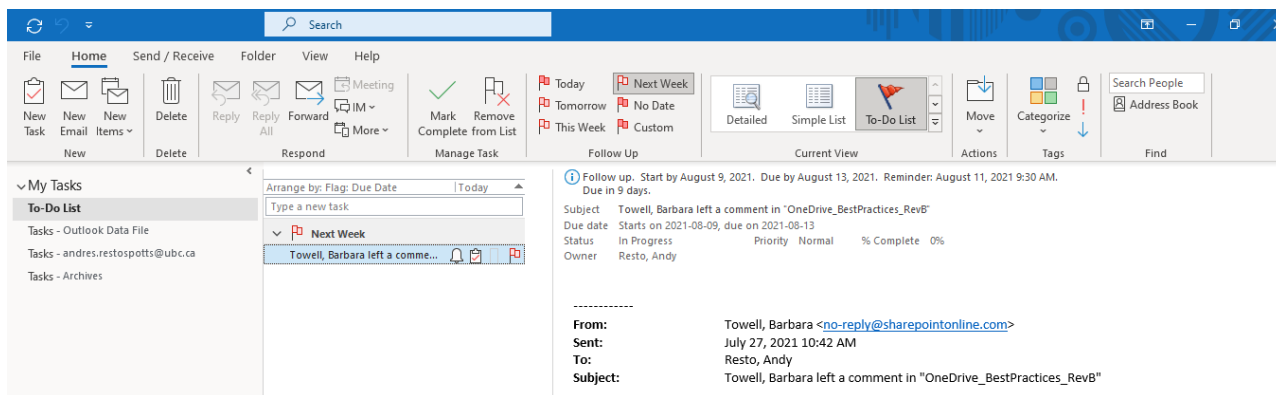
2. This will pull the email up in a separate window as seen here. You have several options. The primary options to take note of are setting a follow-up time, putting in the start and end dates of the task, and scheduling a reminder for yourself.



Another feature is the ability to assign the task to someone else. Selecting “Assign Task” will allow you to send this message with its start, end, and due dates, to another recipient.

3. When you have set your desired action timeline and reminder, click “Save & Close”.

4. The task will now appear in your To-Do list in the Task page, which you can find by clicking on the Task List icon.



Make sure that to mark that task as complete when you are finished with the email.