

You can create a task out of any Outlook item, such as e-mail message, contact, calendar item, or note. Drag an item to the Tasks icon in the Navigation Pane.

Assign and track tasks

Tasks help track things you need to do. You can assign tasks to other people as well.

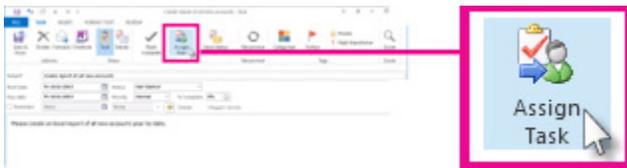
1. On the navigation bar, click **Tasks (bottom left of your e-mail folders)**.



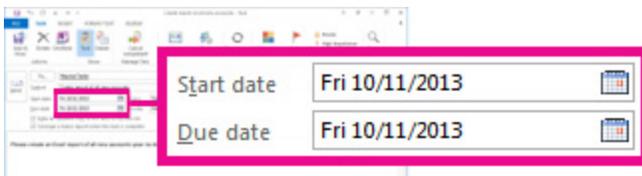
2. Click **New Task**, or open an existing task.



3. Click **Assign Task**.



4. In the **To** box, enter a name or an email address.
5. Enter **Subject**, **Start date**, and **Due date**.



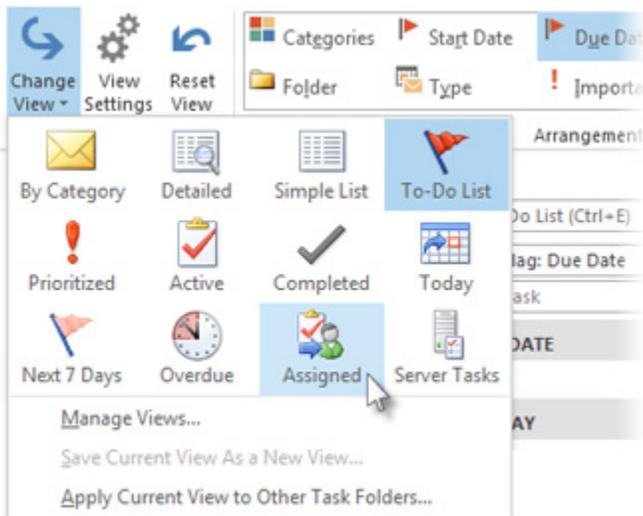
6. Set the task's priority by using **Priority**.
7. If you want a pop-up reminder, check **Reminder**.
8. If you want the task to repeat, click **Recurrence**, select the options you want, and then click **OK**.
9. Click **Send**.

Note: If you assign a recurring task, a copy of the task remains in your task list, but it never updates. If you check the **Send me a status report when this task is complete** box, you receive status reports for each completed occurrence of the task.

When you open a task you assigned, you can review the progress of assigned tasks with the **% Complete** box which either you or the recipient can update when they send you an assigned task status report.

Track tasks you've assigned to someone else

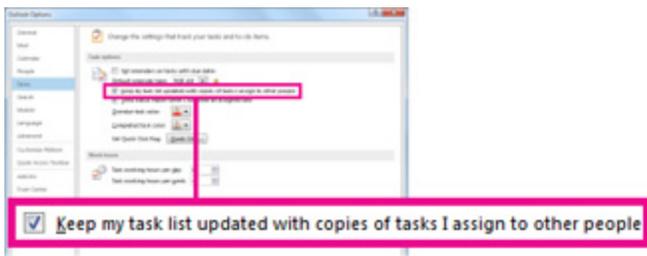
1. On the navigation bar, click **Tasks**.
2. Click **View > Change View > Assigned**.



Assigned tasks are missing

If you're not seeing tasks you've assigned, Outlook might not be set up to keep copies of tasks you assign.

1. Click **File > Options > Tasks**.
2. Under **Task options**, check the **Keep my task list updated with copies of tasks I assign to other people** box.

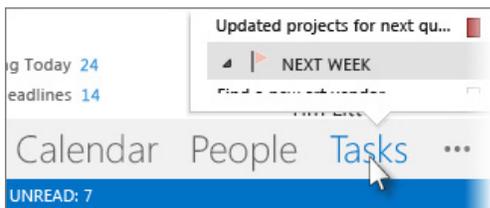


Turning on this option doesn't track the tasks you've already assigned, but it will track any new ones you assign.

View your tasks

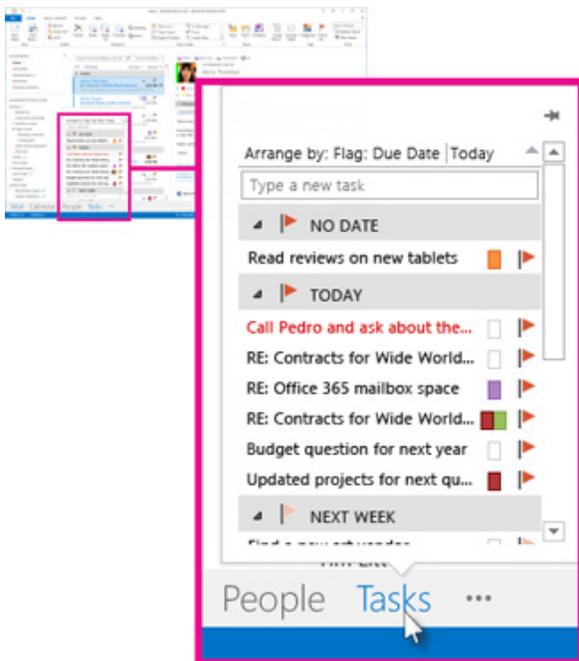
Tasks are displayed in three locations in Outlook — in the **To-Do Bar**, in **Tasks**, and in the Daily Task List in **Calendar**. If you subscribe to a SharePoint task list, any task assigned to you from this list also appears in all three locations.

1. On the navigation bar, click **Tasks**.

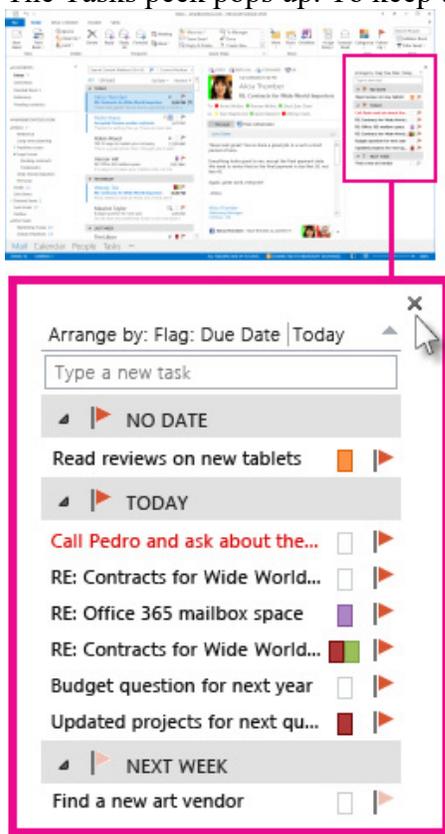


2. Click a task to view it in the Reading Pane, or double-click it to open it in a new window.

Another way to see tasks, including flagged to-do items, is the Tasks peek. Point to **Tasks** on the Navigation Bar.



The Tasks peek pops up. To keep the Tasks peek in view, pin it by clicking .



Tip: Sort your task list by clicking **Tasks** > **Home** and choosing one of many **Current View** options available.

