

# Tasks in Outlook 2003

Information in this handout copied from Microsoft's "Help" index.

A task is a personal or work-related errand you want to track through completion. A task can occur once or repeatedly. (A task is not a calendar entry by default. Those are appointments or meetings.) A recurring task can repeat at regular intervals or repeat based on the date you mark the task complete. For example, you might want to send a status report to your manager on the last Friday of every month, and get a haircut when one month has passed since your last haircut.

Microsoft's online introductory video:

<http://office.microsoft.com/en-us/assistance/HA011116491033.aspx>

By default, Microsoft Outlook doesn't show the **TaskPad** (TaskPad: The list of tasks in Calendar.).

1. In **Calendar**, on the **View** menu, click **TaskPad**.

## CREATE A TASK

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1. On the **File** menu, point to **New**, and then click **Task**.
2. In the **Subject** box, type a task name.
3. Complete any other boxes on the **Task** and **Details** tabs for information you want to record for the task.
4. To make the task recur, click **Recurrence**, click the frequency (**Daily**, **Weekly**, **Monthly**, **Yearly**) at which you want the task to recur, and then do one of the following:

### Make the task recur at regular intervals

Select options for that frequency. Do not click **Regenerate new task**, or the task will not recur at regular intervals.

### Make the task recur based on completion date

Click **Regenerate new task**, and then type a time frequency in the box.

5. If you want, set start and end dates for the task.
6. Click **OK**, and then click **Save and Close**.

## COMPLETE A TASK

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1. Open the task you want to mark complete.
2. In the **% Complete** box, enter **100%**.  
**Note** If the **Complete** field appears in the task list (as a check mark in the column heading), you can select the check box for the task to mark it complete. Or, if the **Status** field appears in the task list, you can click **Completed** in the list.

To edit column headers, right-click on any column header and click **Customize Current View** from the pop-up menu. Click **Fields...** Add or remove fields to or from the right-hand column.