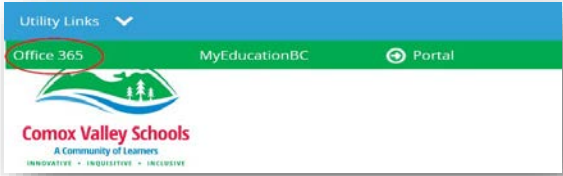
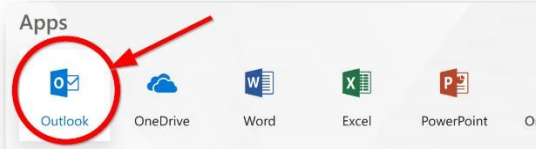



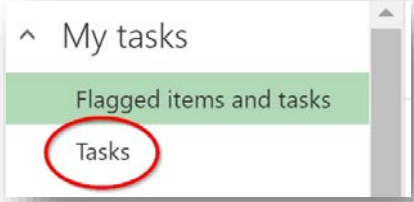
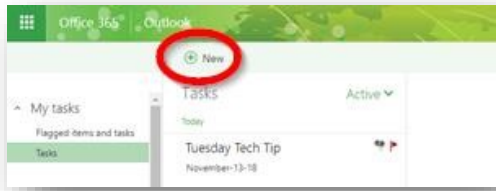
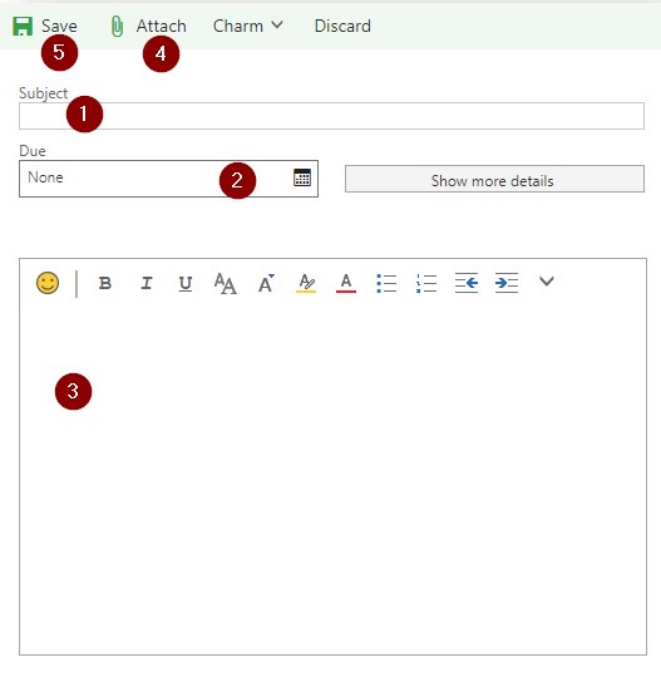
Using Outlook Tasks to Create To-Do Lists

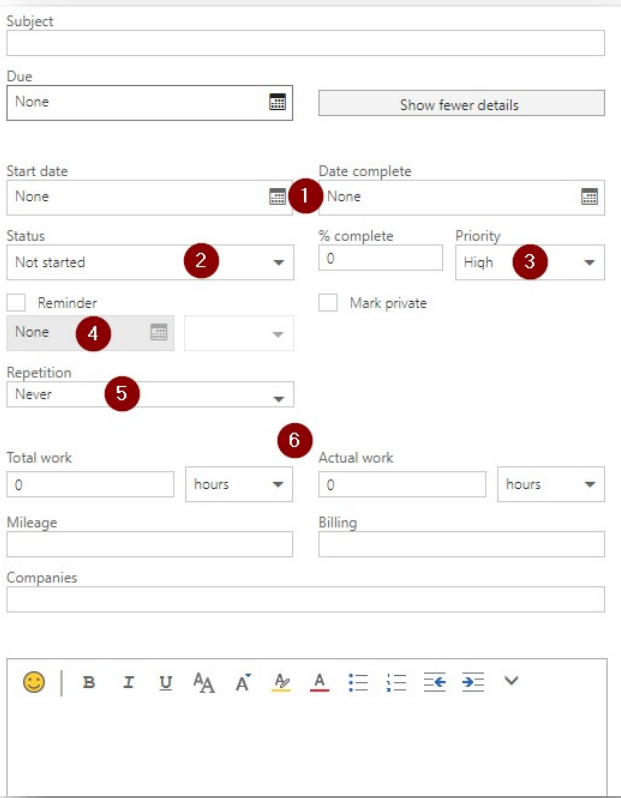
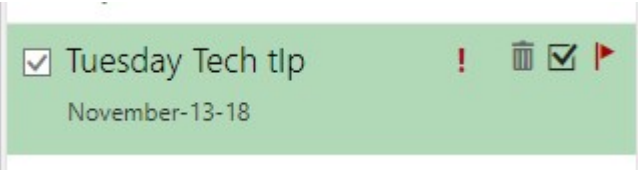
ABOUT: You can use Office 365 to create a “To-Do List” in the form of tasks and have it send you reminders to help you keep track of what you need to get done. This is great for keeping track of assignments and homework or other tasks with due dates.

WHAT YOU WILL NEED: 1) To be online in a browser. 2) Your user name/login for Office 365.

How to open your email to set tasks

<p>1</p>	<ul style="list-style-type: none"> • Go to the school district webpage or your school webpage • Click on Utility Links at the top (or scroll down to the bottom) • Click on Office 365 (when you are at home you will need to enter your username and password- these are the same as the one that you use to log in to a school computer) 	
<p>2</p>	<p>Click on Outlook. If it asks for a password here use the same one that you use to log in to the computers at school.</p>	
<p>3</p>	<p>Open your tasks by clicking on the checkmark box at the bottom left.</p>	

How to set a task		
1	<p>When you open Task, it will show “Flagged items and tasks”. These are taken from your email. To set your own tasks click on Tasks underneath Flagged items on the left.</p>	
2	<p>You will see current tasks on the left</p>	
3	<p>Click on New near the top left of your screen.</p>	
4	<p>Fill in the basic details of your task:</p> <ol style="list-style-type: none"> 1. Give it a title 2. Click on the calendar icon to select a due date 3. Type more information in the large box 4. Attach any files that you would like 5. Save it (you can also add charms to it for or to create categories) 	

<p style="text-align: center;">5</p> <p>Click on Show More Details. You will get more detailed options to fill out:</p> <ol style="list-style-type: none"> 1. You can put in the start and end date 2. You can record the status of where you are at with the task 3. Set the level of priority 4. You can have Office 365 send you reminders as the due date gets closer (if you have Outlook calendar on your phone the reminders will come up on your phone) 5. You can set up tasks that repeat 6. If you are using this for a business, you can keep track of mileage and billable hours 	 <p>The screenshot shows a task creation form with the following fields and callouts:</p> <ul style="list-style-type: none"> 1: Date complete dropdown menu. 2: Status dropdown menu (set to 'Not started'). 3: Priority dropdown menu (set to 'High'). 4: Reminder dropdown menu (set to 'None'). 5: Repetition dropdown menu (set to 'Never'). 6: Total work and Actual work input fields.
<p style="text-align: center;">6</p> <p>Once you complete a task, click on the box that appears beside the task when you move your mouse over it. Click on the trash can to make it fully disappear.</p>	 <p>The screenshot shows a task card for 'Tuesday Tech tip' dated 'November-13-18'. The card has a green background and includes a checkmark icon, an exclamation mark, a trash can icon, and a right-pointing arrow icon.</p>