

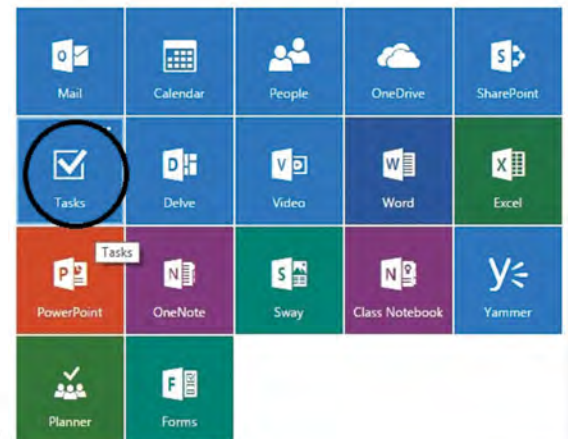


### Microsoft Office 365 Tasks

Microsoft office 365 Tasks can be used to keep track of things that you need to do but don't necessarily want to put on your calendar. You can create a task and set a reminder for that task so that you are able perform all your assignments timely and efficiently.

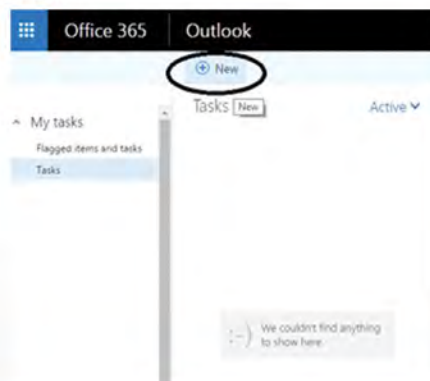
#### 1: Getting started with Tasks

You can also access Forms by login to your email at [outlook.office365.com](https://outlook.office365.com) and select Tasks from the given applications. You can access all applications by selecting the app launcher .



#### 2: Creating a New Task

You can create a new task by selecting New.





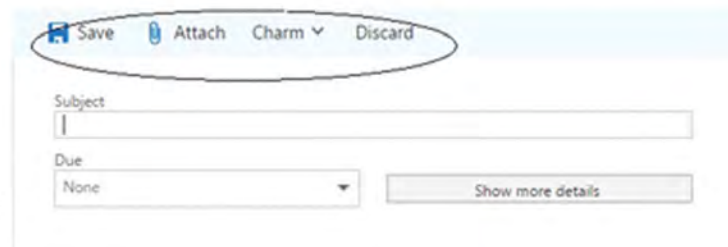


### 3: Additional Options

You can also Attach files from your computer or one drive to your task. Moreover you can add Charms to your tasks. For instance, add an airplane charm to an upcoming flight or a knife and fork for a business dinner.

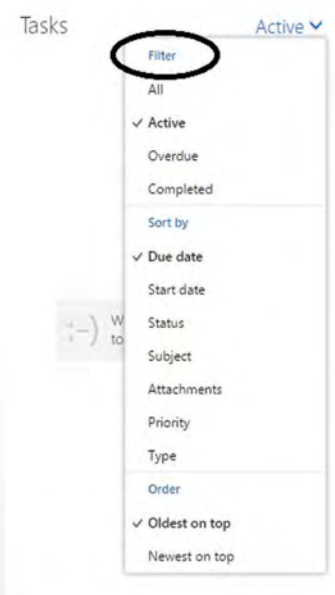
### 4: Flagged Emails appearing in Tasks

Please note that in addition to tasks that you create, the emails that you have flagged in your outlook will also be visible among all your tasks.



### 5: Applying Filter to your Tasks


Select the filter depending on what sort of tasks you want to see. Tasks that don't have a date associated with them and those which are not completed will appear only when you **select all**.









## 6: Open a task in a Separate window

By default, you read and create tasks in the reading pane, but you can always view or edit a task in a separate window. When you're creating a new task or editing an existing one, you can pop it out into a new window by clicking the pop out icon  in the upper corner of the task.

## 7: Editing tasks

To edit a task, select it in the list view, and then click Edit  in the reading pane. When you're done, click Save to save your changes or Discard to cancel. When you edit a task, you can click the more menu  to see more things you can do. Click it to see options to delete, add a category, or mark the task as complete.

