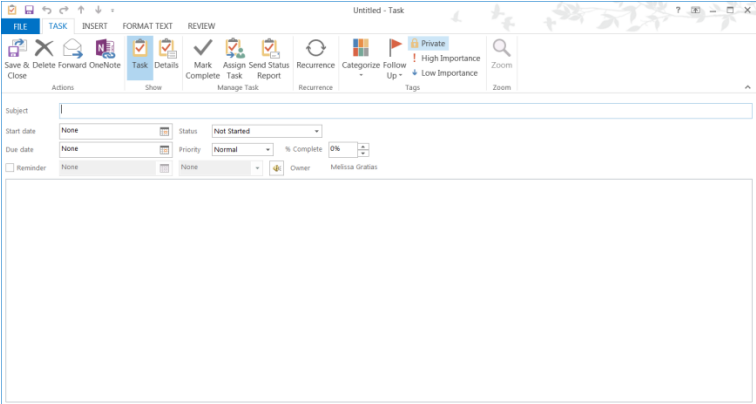
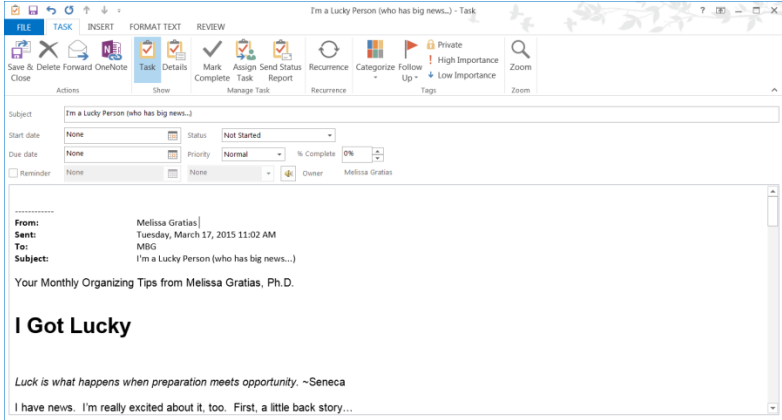
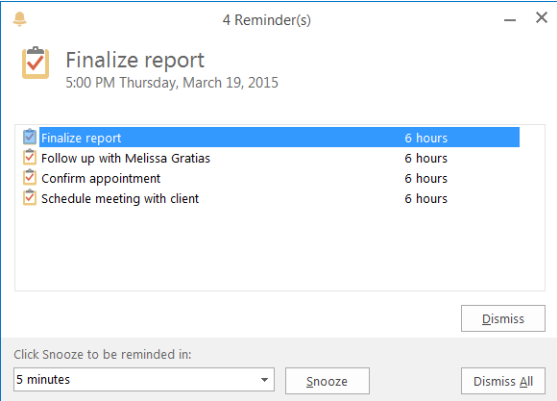


Outlook 2013 Tasks – Quick Tips

I want to:	Outlook 2013 Screen Shot
<p data-bbox="191 428 516 461">Create a new Task</p> <ol data-bbox="237 508 1073 756" style="list-style-type: none">1. From the Task window, click the New Task button in the upper left-hand corner2. Make the Task subject to an actionable phrase that makes sense to you3. Add a due date4. Check the box next to “Reminder”5. Save the Task	 <p data-bbox="1136 391 1887 792">This screenshot shows the Outlook 2013 'Task' window. The title bar reads 'Untitled - Task'. The ribbon includes 'FILE', 'TASK', 'INSERT', 'FORMAT TEXT', and 'REVIEW'. The 'TASK' ribbon has buttons for 'Save & Close', 'Delete', 'Forward', 'OneNote', 'Task', 'Details', 'Mark Complete', 'Assign Task', 'Send Status Report', 'Recurrence', 'Categorize', 'Follow Up', 'High Importance', 'Low Importance', and 'Zoom'. The 'Subject' field is empty. The 'Start date' and 'Due date' are set to 'None'. The 'Status' is 'Not Started', 'Priority' is 'Normal', and '% Complete' is '0%'. The 'Reminder' checkbox is unchecked. The owner is listed as 'Melissa Grattias'.</p>
<p data-bbox="191 821 873 854">Convert an Email into an Outlook Task</p> <ol data-bbox="237 901 1073 1295" style="list-style-type: none">1. Click-and-drag the email to the Outlook Task icon in the lower left-hand corner of your Outlook window<ol data-bbox="306 971 1073 1114" style="list-style-type: none">a. Left-click and drag to copy the contents of the email onlyb. Right-click and drag to preserve attachments as well as contents2. Change the Task subject to an actionable phrase that makes sense to you3. Add a due date4. Check the box next to “Reminder”5. Save the Task <p data-bbox="191 1338 1003 1404">Note: You can click-and-drag emails to Outlook Calendar using the same steps above.</p>	 <p data-bbox="1121 902 1898 1320">This screenshot shows the Outlook 2013 'Task' window converted from an email. The title bar reads 'I'm a Lucky Person (who has big news...) - Task'. The 'Subject' field contains the email subject: 'I'm a Lucky Person (who has big news...)'. The 'Start date' and 'Due date' are 'None'. The 'Status' is 'Not Started', 'Priority' is 'Normal', and '% Complete' is '0%'. The 'Reminder' checkbox is checked. The owner is 'Melissa Grattias'. The task body contains the email content: 'From: Melissa Grattias Sent: Tuesday, March 17, 2015 11:02 AM To: MBIG Subject: I'm a Lucky Person (who has big news...) Your Monthly Organizing Tips from Melissa Grattias, Ph.D. I Got Lucky Luck is what happens when preparation meets opportunity. ~Seneca I have news. I'm really excited about it, too. First, a little back story...'.</p>

I want to:	Outlook 2013 Screen Shot
<p>Manage my Outlook Tasks</p> <ul style="list-style-type: none"> • Keep your Reminders window open all day to keep you on track. Minimize it when you are not working on your Tasks. • Do not Dismiss your Tasks from the Reminders window or you'll lose the reminder • Delete what you complete • Postpone Task due dates as your priorities change • Empty the Reminders window at the end of each day by either deleting or postponing all Tasks it contains 	

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