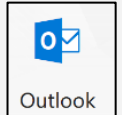


Using Outlook Tasks to Create To-Do Lists

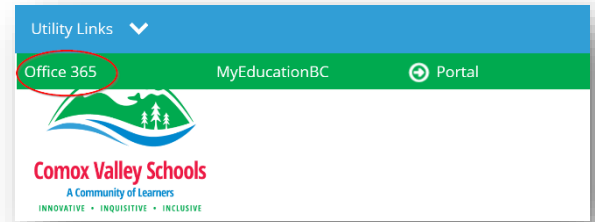
ABOUT: You can use Office 365 to create a “To-Do List” in the form of tasks and have it send you reminders to help you keep track of what you need to get done. This is great for keeping track of assignments and homework or other tasks with due dates.

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

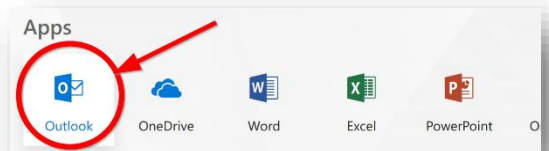


How to open your email to set tasks:

- 1
 - Go to the school district webpage or your school webpage (sd71.bc.ca)
 - 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)



- 2
 - 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.

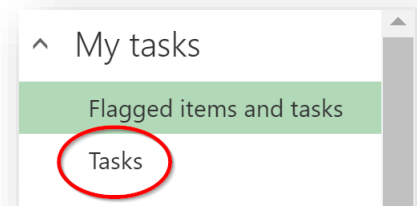


- 3
 - Open your tasks by clicking on the checkmark box at the bottom left.



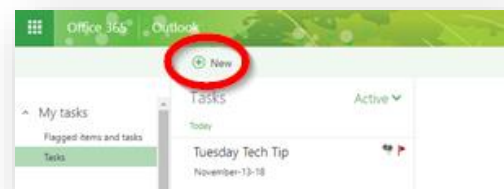
How to set a task:

- 1
 - 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.



- 2
 - You will see any tasks that you have set in the column to the right of this.

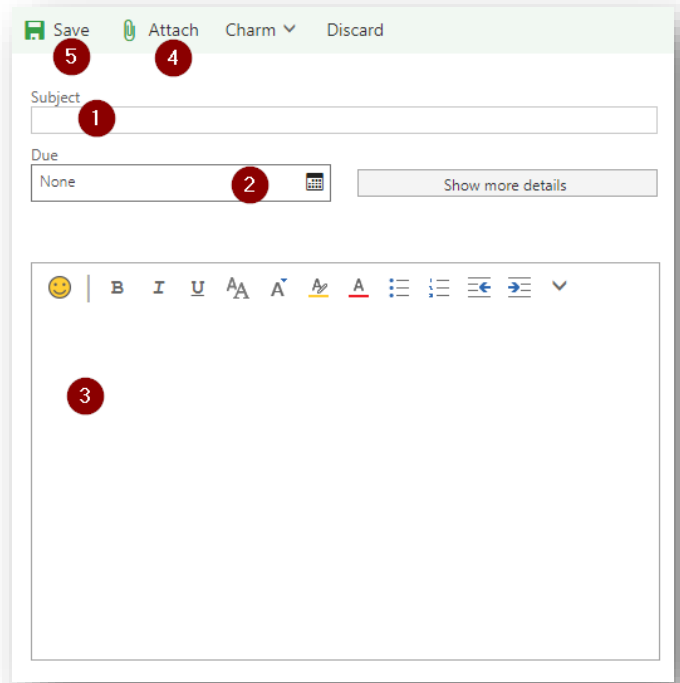
- 3
 - Click on **New** near the top left of your screen.



4

Now fill out the basic details of your task:

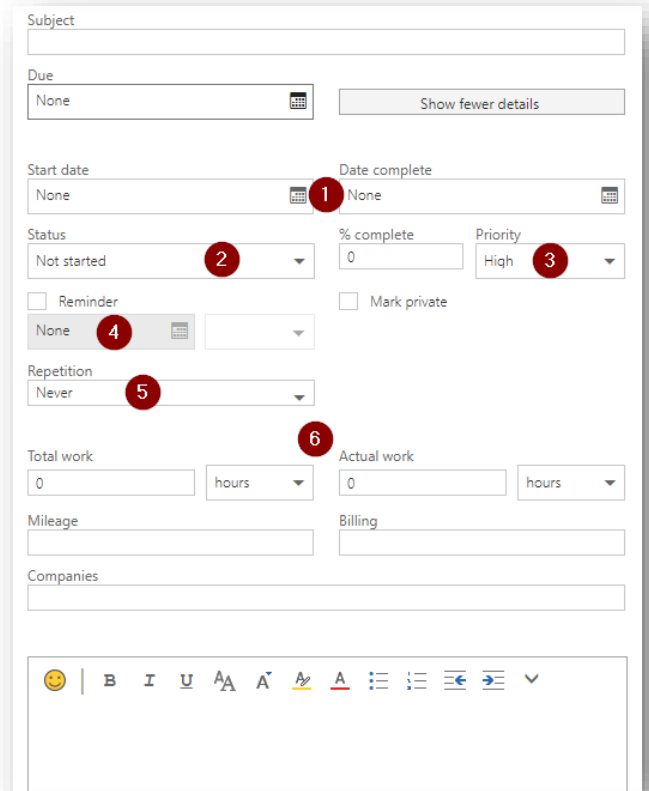
1. Give it a title
2. Click on the calendar icon to select a due date
3. Type more information in the large box
4. Attach any files that you would like
5. Save it (you can also add charms to it for or to create categories)



5

If you click on **Show More Details**. You will get more detailed options to fill out:

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



6

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.

