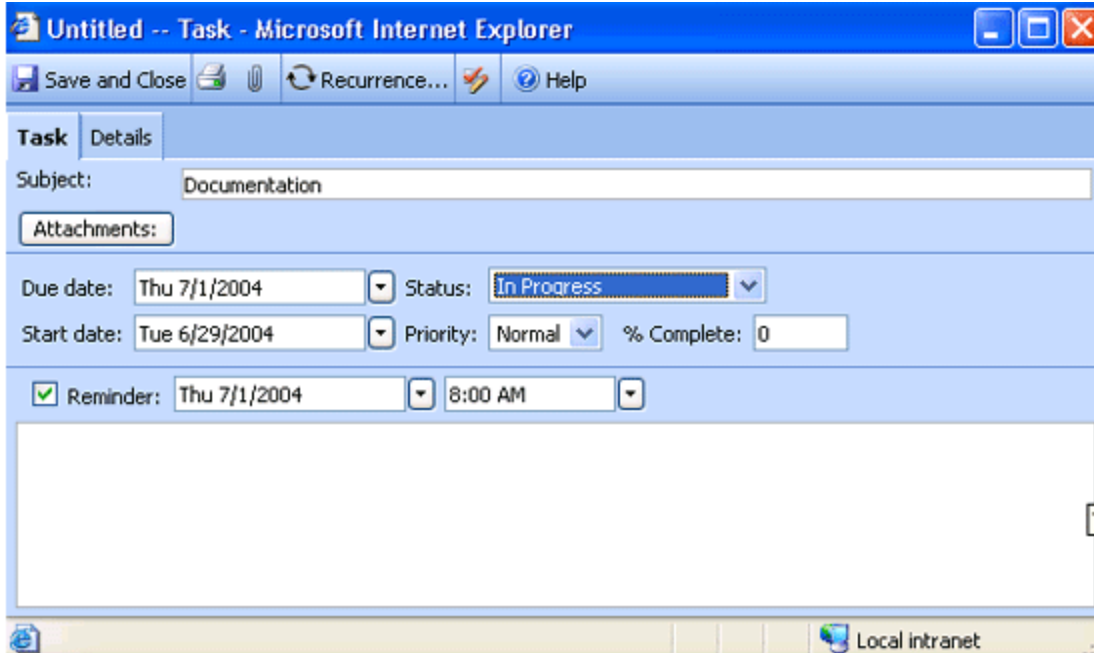



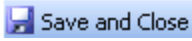
# WebMail Tasks

A task is a personal or work-related errand you want to track through completion. A task can occur once or periodically (a recurring task). 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 so on.

To view your tasks, click  in the Navigation bar.

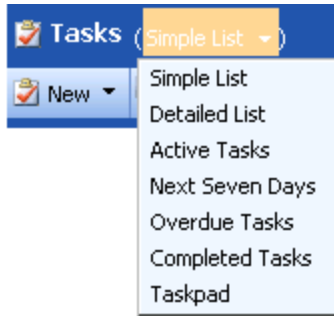
## Creating New Task



1. In Tasks, on the toolbar, click .
2. On the Task tab, type a task name in the Subject box.
3. Select the appropriate options for the task.
4. Click Recurrence to make the task recur. In the Recurrence pattern dialog box, set the recurrence pattern for the task, and then click OK.
5. Click Save and Close. 


## Sort Tasks

To sort your tasks, click the Tasks list on the main toolbar, and then select one of the following views:



1. **Simple List:** The subject and due date for all your tasks including those marked as complete. This is the default view.
2. **Detailed List:** Each task's subject, status, due date, percent complete, and priority. It also indicates whether each task has any attached files.
3. **Active Tasks:** All tasks that haven't been completed or deferred.
4. **Next Seven Days:** All tasks due within the next seven days.
5. **Overdue Tasks:** All tasks still incomplete as of the due date.
6. **Completed Tasks:** All tasks you've marked as complete.
7. **Taskpad:** The subject and due date for all tasks whose status is Not Started, In Progress, or Waiting on someone else.

## Mark a Task as Complete

1. From the Navigation Pane, click on the Tasks icon. 
2. Select the Mark Complete check box next to the appropriate task.