
Using Outlook to Assign Tasks

One helpful feature of Outlook that is under-used in most work environments is Tasks. Many Outlook users know that you can create tasks for your personal organization and task tracking, but did you know that you can also assign these tasks to other Outlook users and manage them? Here's how to assign a new or existing task to someone else (Don't go overboard, though, or you may get a few assigned to you, too!):

- 1) Open Outlook, then **Tasks**.
- 2) To create a new task, on the **File** menu, point to **New**, and then click **Task Request**. To assign an existing task, in the task list open the task you want to assign, and click **Assign Task**.
- 3) In the **To** box, enter the name of the person you want to assign the task to. To select the name from a list, click the **To** button.
- 4) For a new task, in the **Subject** box, type a task name. (In an existing task, the **Subject** box is already filled in.)
- 5) Select the due date and status options you want.
- 6) Select or clear the **Keep an updated copy of this task on my task list** check box and the **Send me a status report when this task is complete** check box. NOTE: If you selected the "Send me a status report when the task is complete" check box, you will receive a status report for each completed occurrence of the task.
- 7) If you want the task to repeat, click the **Actions** menu, click **Recurrence**, select the options you want, and then click **OK**. NOTE: If you assign a recurring task, a copy of the task will remain in your task list, but it won't be updated.
- 8) In the body of the task, type instructions or information about the task.
- 9) Click **Send!**

About Desktop Resources, Inc.

Desktop Resources, Inc. was founded in 1995 by Tony Schafer, and is a leader in helping organizations couple their business initiatives with the technology to address those needs. DRI's "InformIT" managed services offerings proactively manage client infrastructure and

strive to prevent problems before they occur. For more details, contact DRI at (317) 596-3650 or <http://www.DesktopResources.com>