

This guide will provide an overview of Outlook 2007 Calendar tasks by covering the following:

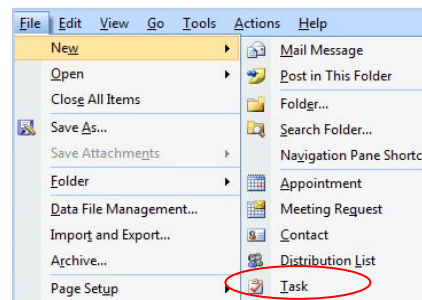
- Creating a Task
- Assigning a Task
- Follow-Up Flags

## Detailed Information

### CREATING A TASK

A task is an item that you create to track until its completion. Tasks and to-do items appear in Tasks, in the To-Do-Bar, and in the Daily Task List in Calendar. There are several ways to create a task.

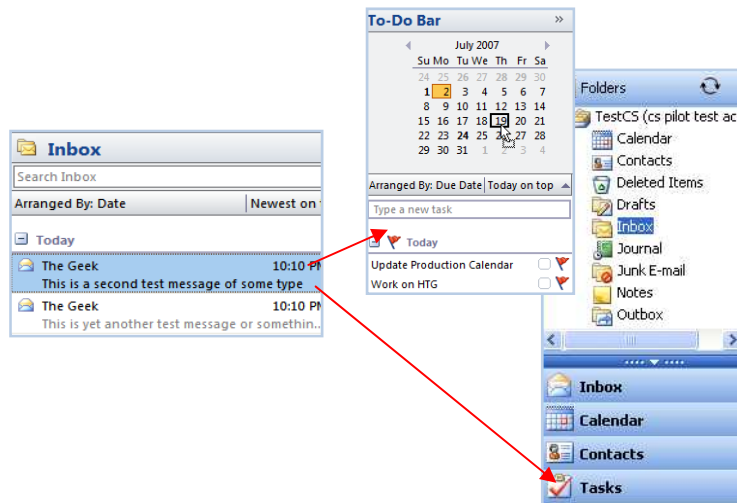
Click **File | New | Task**



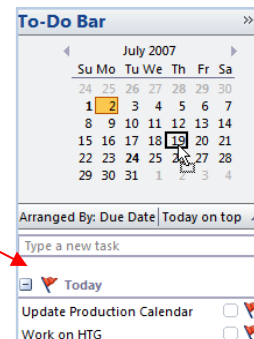
Drag Message to  
**Tasks on To-Do-Bar**

or

Drag Message to  
**Tasks in Navigation  
Pane**

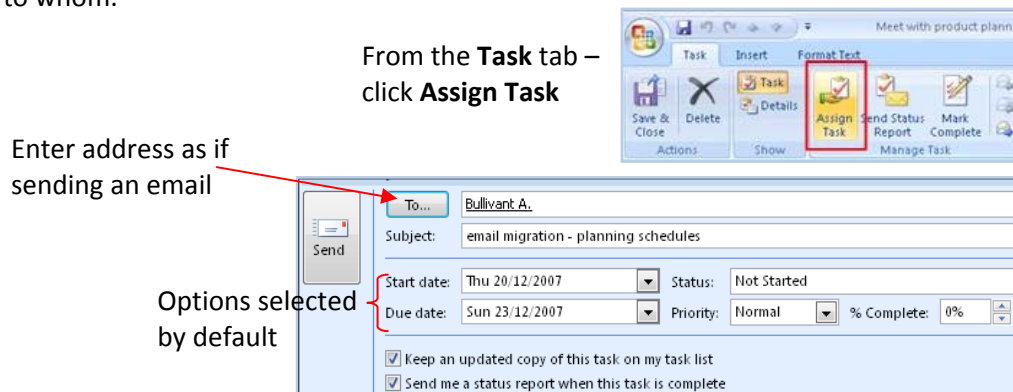


Enter **Task** directly  
on **To-Do-Bar**



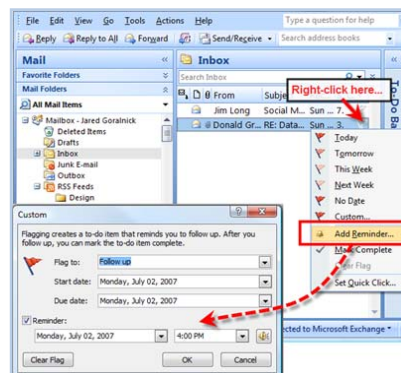
## ASSIGNING A TASK

Assigning tasks is useful when managing a team without any confusion about which task belongs to whom.



## FOLLOW UP FLAGS

Applying a flag to a message or contact adds a visual reminder to follow up on an item in some way. A flagged item appears as a Task.



## Where to get Microsoft Office 2007 help:

### *IT Help Desk*

Phone: (817) 531-4428 ext. 2

Email: [helpdesk@txwes.edu](mailto:helpdesk@txwes.edu)

### *CETL*

Phone: (817) 531-6530

Email: [cetl@txwes.edu](mailto:cetl@txwes.edu)

### *Microsoft*

Online: <http://office.microsoft.com>