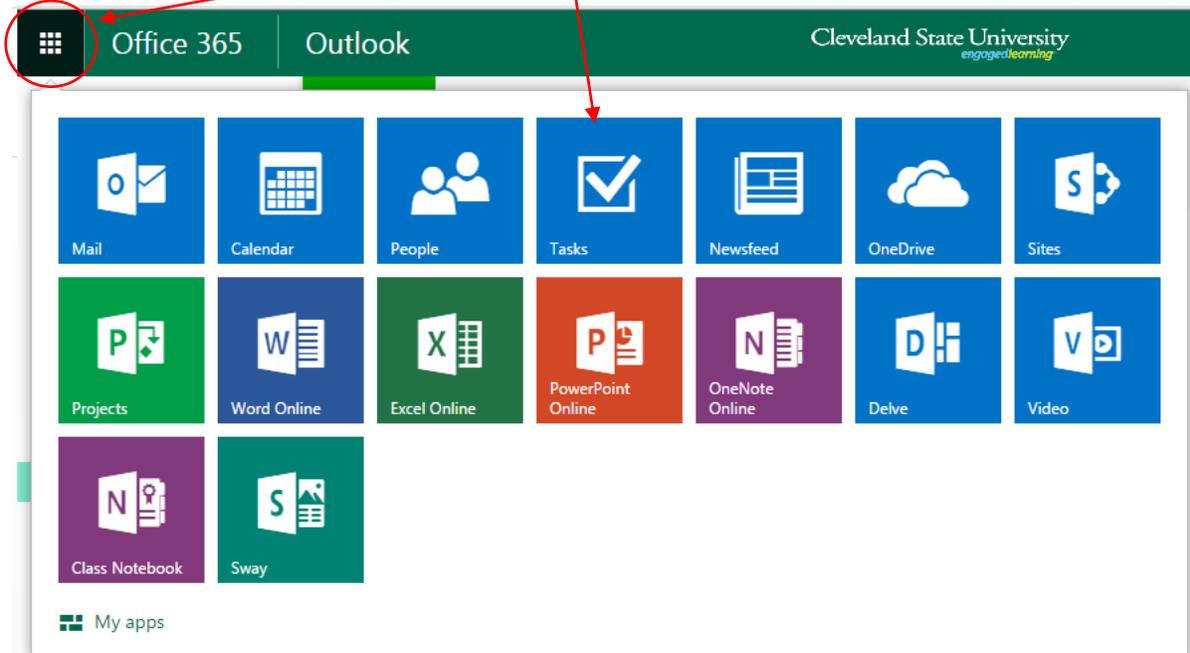


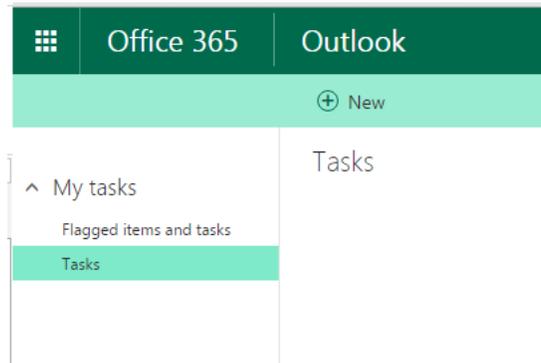


Working with tasks

- 1) From the list of available Apps, select "Tasks"



- 2) To create a new task entry, select "New"





3) The basic task entry screen will open, to view all the fields select “show more details”

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Save Attach Discard

tive ▾

Subject
this is a new task

Due
None

Show more details

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information about the task



4) The task entry will expand with more options, complete the fields as needed and select “save”

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Subject
this is a new taks

Due
None Show fewer details

Start date
None

Date complete
None

Status
Not started

% complete
0

Priority
Normal

Reminder
None

Mark private

Repetition
Never

Total work
0 hours

Actual work
0 hours

Mileage

Billing

Companies

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information about the task



- 5) The entry will appear in the “active” list (in order to view tasks based upon their status select the appropriate view). When the task is selected icons will appear on the entry line, the trash can icon is to delete the task; the box with the check mark is to mark the item as complete; and the flag icon is to set a flag. To edit the item for updating, select “edit”.

The screenshot shows the Outlook interface for managing tasks. At the top, the header includes the Outlook logo, Cleveland State University branding with the tagline "engaged learning", and utility icons for notifications, settings, help, and a user profile picture. Below the header is a ribbon with action buttons: New, Delete, Move to, Categories (dropdown), and Complete. The main area is divided into two panes. The left pane, titled "Tasks", shows a list of tasks under the "Active" view. A single task, "this is a new taks", is selected and highlighted in blue. To the left of the task name is a checked checkbox, and to the right are icons for delete (trash can), complete (checkbox), and flag (red triangle). The right pane displays the details for the selected task, including the title "this is a new taks", the due date "Due None", and a section for "information about the task". An "Edit" button with a dropdown arrow is located in the top right corner of the task details pane.