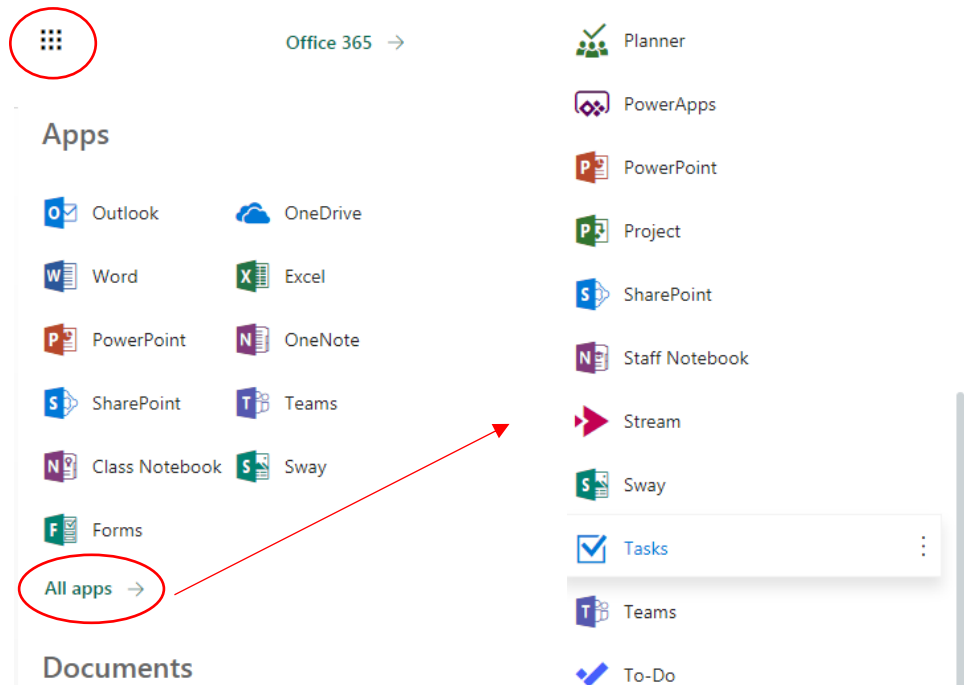


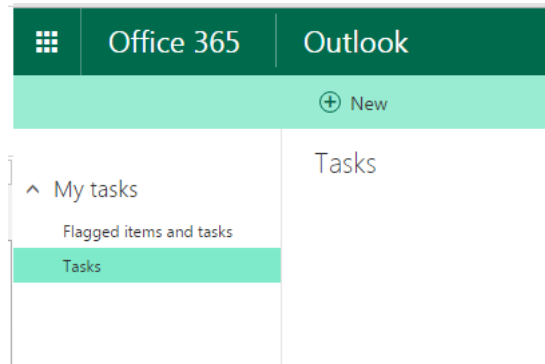


Working with tasks

- 1) From the list of available Apps, select “Tasks”, if Task is not listed in, select “All apps” and scroll down the list of all available apps and select it.



- 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”

Cleveland State University
engaged learning

Save Attach Discard

tive ▾

Subject
this is a new task

Due
None ▾

Show more details

😊 | **B** **I** U Aa A⁺ abx **A** ☰ ☷ ▾

information about the task



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

Cleveland State University
engaged learning

Save Attach Discard

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

😊 | **B** *I* U Aa A⁺ ▼

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 navigation icons for notifications, settings, help, and a user profile. Below the header is a ribbon with options: New, Delete, Move to, Categories, and Complete. The main area is split into two panes. The left pane, titled "Tasks", shows a list of tasks under the "Active" view. One task, "this is a new taks", is selected and highlighted in blue. To the left of the task name are icons for a checkmark (to mark complete), a trash can (to delete), and a flag (to set a flag). To the right of the task name is an "Edit" button with a dropdown arrow. The right pane displays the details for the selected task, including the text "this is a new taks", "Due None", and a section for "information about the task".