# Use Outlook's task list to keep track of emails

Some emails don't require an immediate response, but they do need to be handled by a certain deadline.

Create a reminder by adding these emails to Outlook's task list:

1. Drag the email and drop it on Outlook's task list icon.
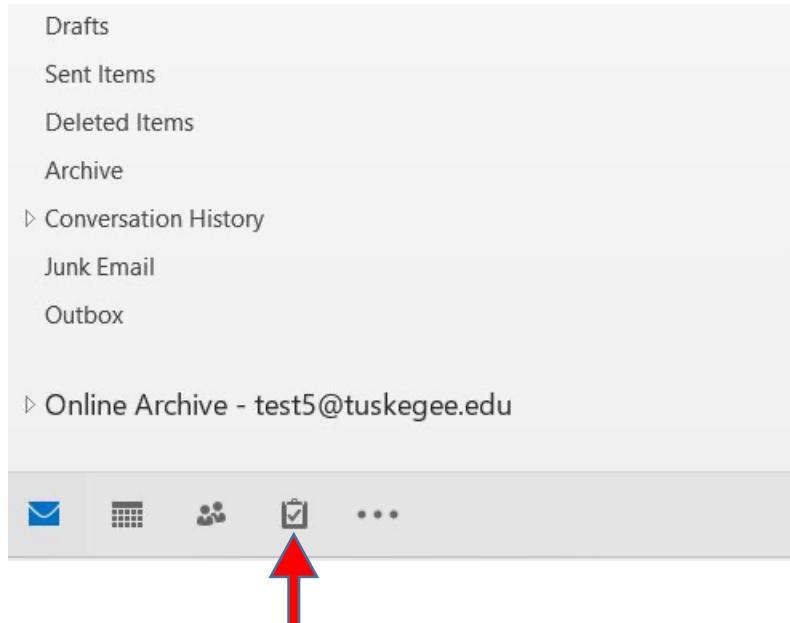
2. Add a due date and set a date and time to receive a reminder. Save the task.
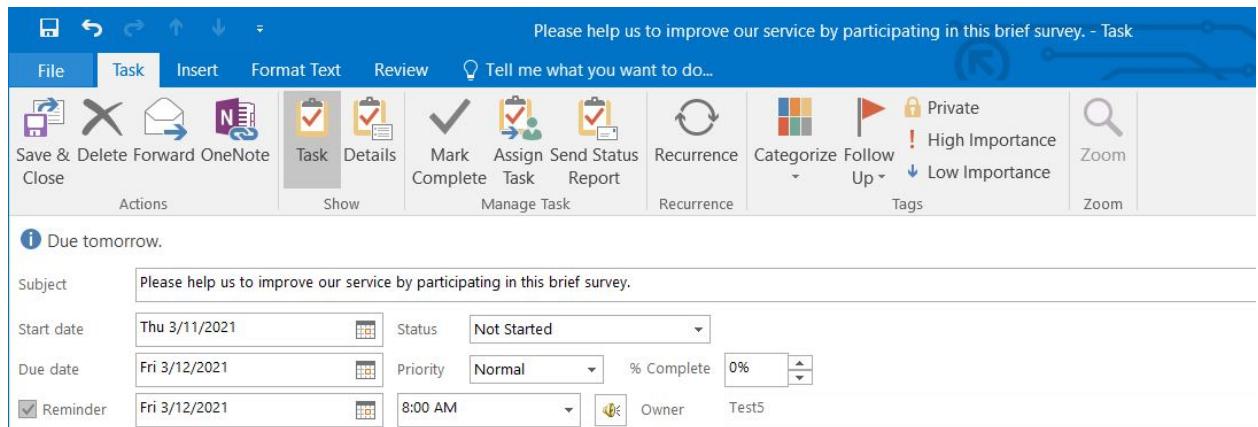
You can hover your cursor over the task list icon to see a quick view of your task list, organized by due date. Click on the task list icon to open your to-do list and review the respective tasks.
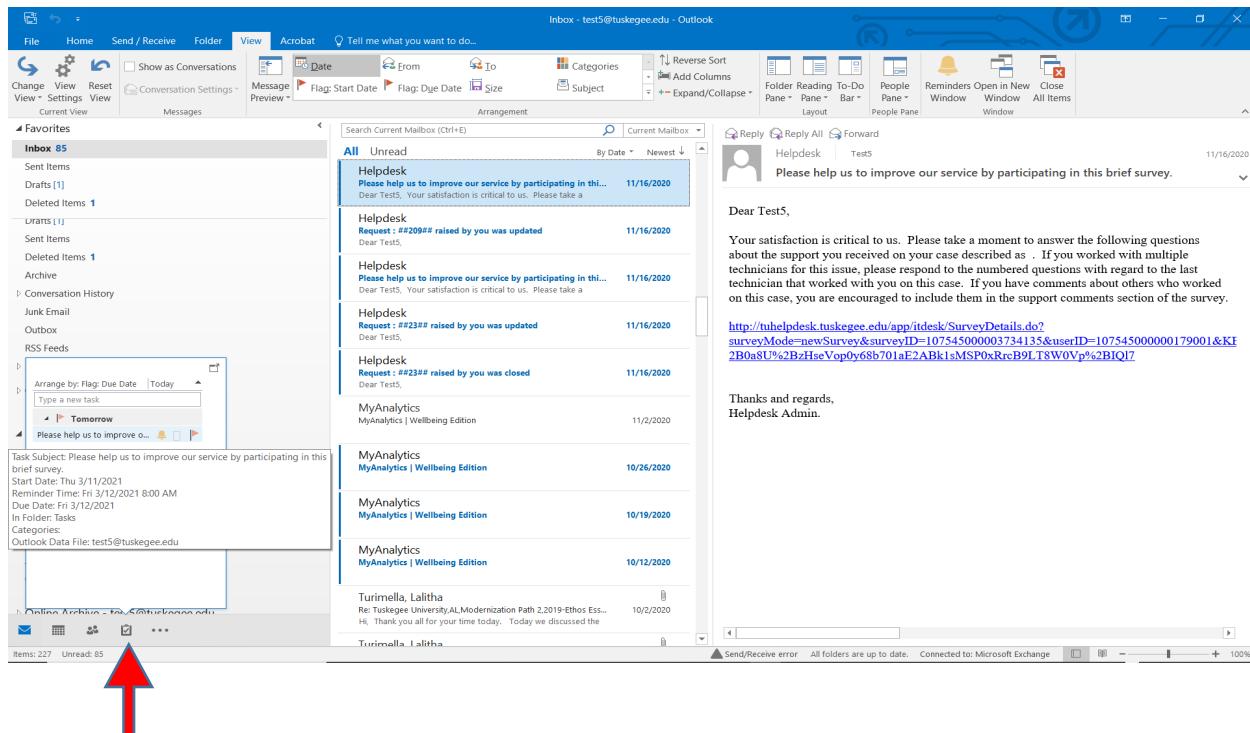
If you set a reminder, the task will pop up like a meeting reminder at the specified time.
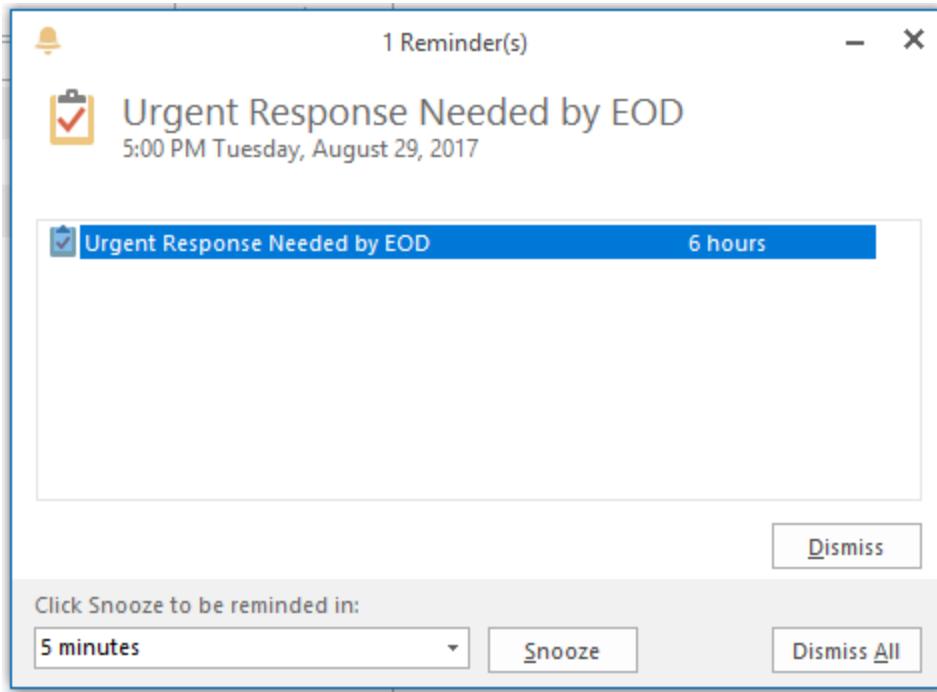
Once the task is complete, mark it as such to remove the task from your to-do list. Open the task by double-clicking it, and click the "Mark Complete" button—or just press the `Insert` key to quickly mark the item complete.

File   Task   Insert   Format Text   Review   Tell me what you want to do...

Save & Close | Delete | Forward | OneNote | Task | Details | Mark Complete | Assign Task | Send Status Report | Recurrence | Categorize | Follow Up | Private | High Importance | Low Importance | Zoom

Actions   Show   Manage Task   Recurrence   Tags   Zoom

ⓘ Due tomorrow.

Subject   Please help us to improve our service by participating in this brief survey.

Start date   Thu 3/11/2021   Status   Not Started

Due date   Fri 3/12/2021   Priority   Normal   % Complete   0%

☑ Reminder   Fri 3/12/2021   8:00 AM   Owner   Test5