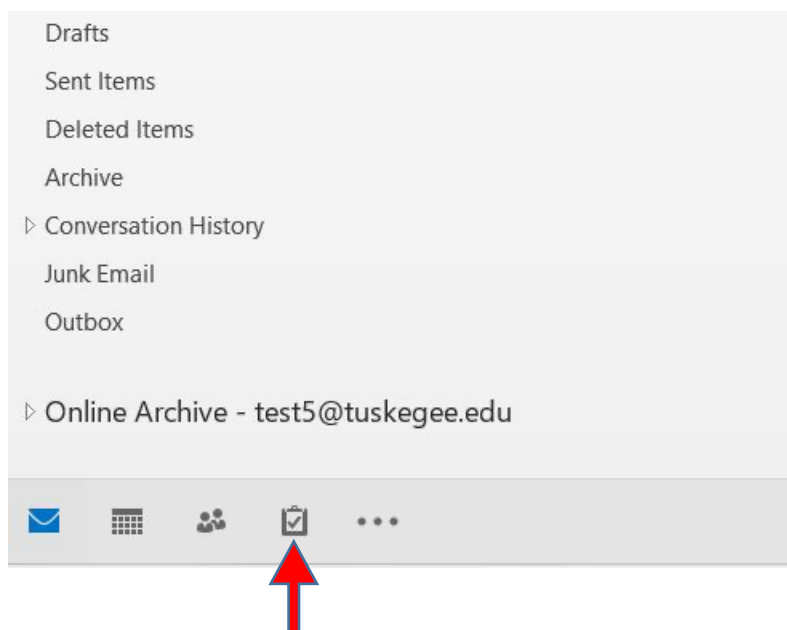


Use Outlook's task list to keep track of emails

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.

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

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

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

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.

Inbox - test5@tuskegee.edu - Outlook

File Home Send / Receive Folder View Acrobat Tell me what you want to do...

Change View Settings View Conversation Settings Message Flag Start Date Flag Due Date Size Subject Reverse Sort Add Columns Expand/Collapse Folder Reading Pane To-Do Bar People Reminders Open in New Window Close All Items

Arrangement

Search Current Mailbox (Ctrl+E) Current Mailbox

All Unread

Helpdesk Please help us to improve our service by participating in this... 11/16/2020

Dear Test5, Your satisfaction is critical to us. Please take a

Helpdesk Request: #2209## raised by you was updated 11/16/2020

Dear Test5,

Helpdesk Please help us to improve our service by participating in this... 11/16/2020

Dear Test5, Your satisfaction is critical to us. Please take a

Helpdesk Request: #2237# raised by you was updated 11/16/2020

Dear Test5,

Helpdesk Request: #2237# raised by you was closed 11/16/2020

Dear Test5,

MyAnalytics MyAnalytics | Wellbeing Edition 11/2/2020

MyAnalytics MyAnalytics | Wellbeing Edition 10/26/2020

MyAnalytics MyAnalytics | Wellbeing Edition 10/19/2020

MyAnalytics MyAnalytics | Wellbeing Edition 10/12/2020

Turimella, Lalitha Re: Tuskegee University AL Modernization Path 2.2019-Ethos Ess... 10/2/2020

Hi, Thank you all for your time today. Today we discussed the

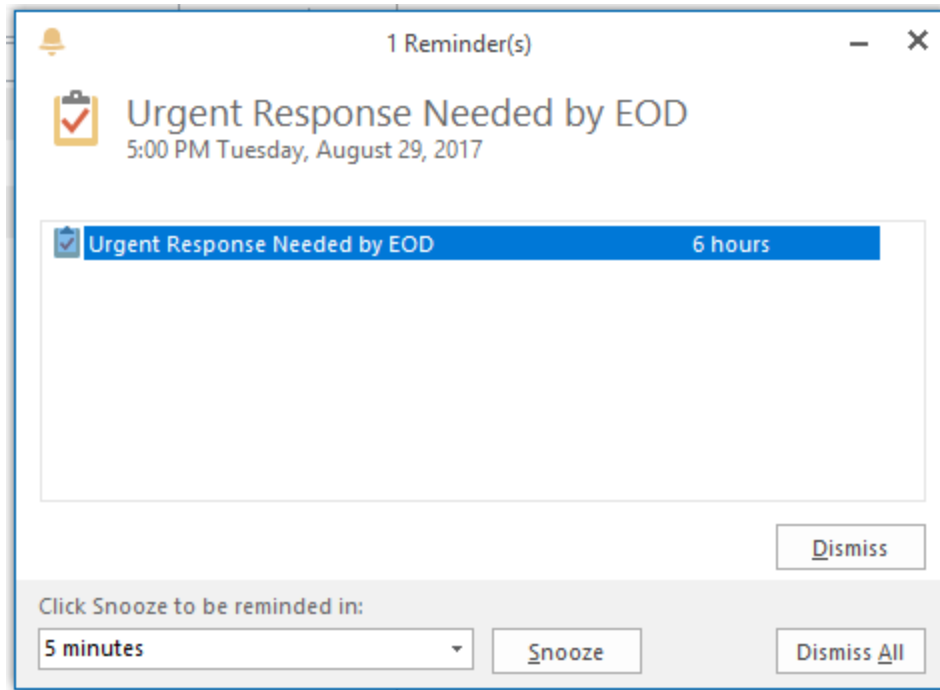
Turimella, Lalitha

Task Subject: Please help us to improve our service by participating in this brief survey.
Start Date: Thu 3/11/2021
Reminder Time: Fri 3/12/2021 8:00 AM
Due Date: Fri 3/12/2021
In Folder: Tasks
Categories:
Outlook Data File: test5@tuskegee.edu

Items: 227 Unread: 85

Send/Receive error All folders are up to date. Connected to: Microsoft Exchange 100%

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.

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

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

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