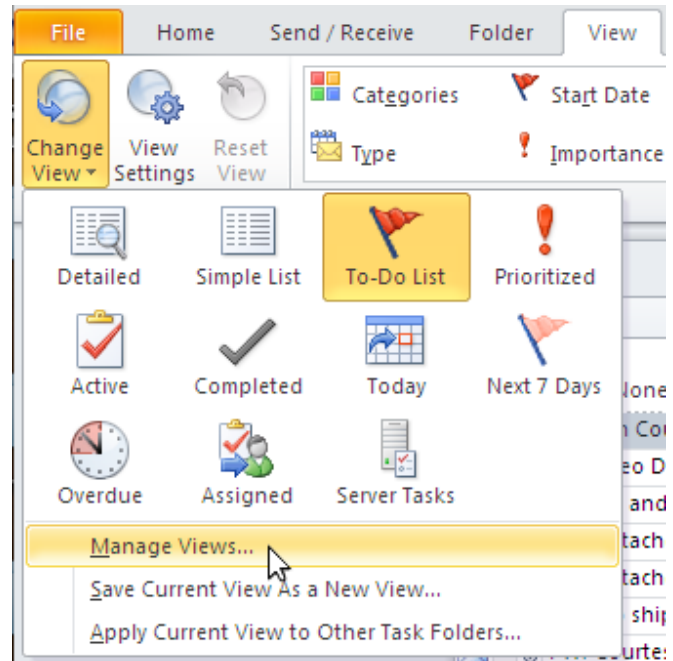


Reprogram The Task Function So It Really Works – Outlook 2010

Go to Outlook Tasks
 In the ribbon, Click View
 Click “Change View”
 In drop-down, Click Manage Views
 In the list, Click on “Active”
 Click Copy
 Give it the name “Due Today”
 Select “All Task Folders”
 Click OK
 Click Filter
 Click Advanced Tab
 Click Field
 Highlight Date/Time
 Click Due Date
 Make Condition “on or before”
 Type “Today” in Value box
 Click Add to List
 Click Field
 Highlight Date/Time
 Click Due Date
 Make Condition “does not exist”
 Click Add to List
 Click OK
 Click Sort
 Under “Then By” select “Priority” and choose Descending
 Click OK twice
 Click Apply View



For this to work effectively, you must assign due dates and priorities to your tasks.