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MOTIVATIONAL SPEAKER



The Outlook 2016 Ultimate View

In Email View, Click on the “View” Ribbon
Select the “Reading Pane” dropdown

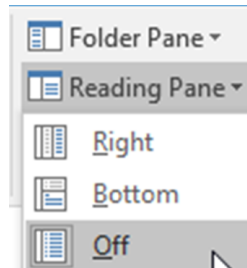


Figure 1

Select “Off” (fig. 1)
Select the “To-Do Bar” dropdown

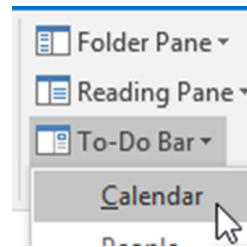


Figure 2

Select “Calendar” (fig. 2)
Select the “To-Do Bar” dropdown again

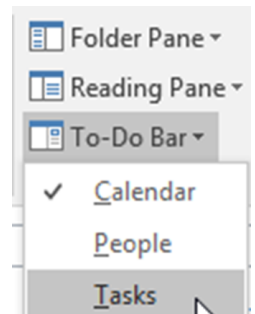


Figure 3

Select “Tasks” (fig. 3)
In the new Tasks Side Bar, click on “Arrange by”

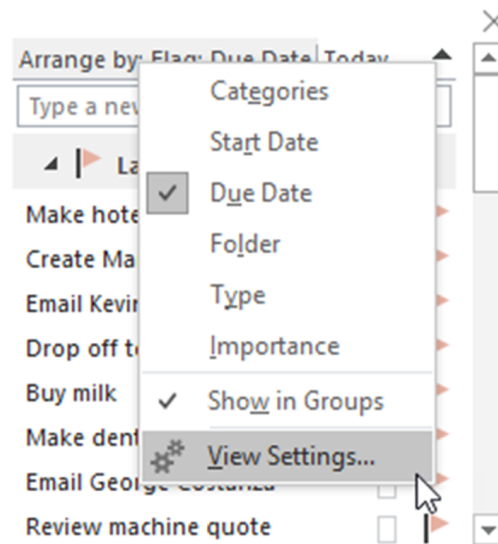


Figure 4

Select “View Settings” (fig. 4)

Click “Columns”
On the right side, select “Flag Status” and click “Remove”

Click OK

Click Filter

Click Advanced Tab

Click Field

Highlight “Date/Time fields”

Click “Due Date”

Make Condition “on or before”

Type “Today” in Value box

Click “Add to List”

Click Field

Highlight “Date/Time fields”

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

When asked if you would like to add priorities field, click “Yes”

Click OK

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

This will now show you only tasks that are due today or are past due.

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