# Reprogram The To-Do Bar So It Really Works – Outlook 2010

Turn on the To-Do Bar on the View Ribbon
In the Task section of the To-Do Bar, click "Arrange By"
Select "View Settings"
Click "Columns"
On the right side, select "Flags" and click "Remove"
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
When asked if you would like to add priorities column, click "Yes"
Click OK

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