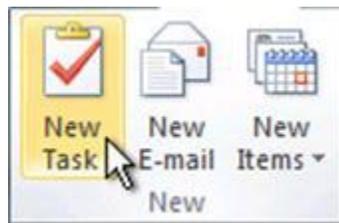Many people keep a list of things to do — on paper, in a spreadsheet, or with a combination of paper and electronic methods. In Microsoft Outlook you can combine various lists into one, get reminders and track task progress.

Create a task

1. In **Tasks**, on the **Home** tab, in the **New** group, click **New Task**.

   Keyboard shortcut   To create a new task, press CTRL+SHIFT+K.

2. In the **Subject** box, type a name for the task. You can add more detail in the task body.
3. On the **Task** tab, in the **Actions** group, click **Save & Close**

## Create a task from an Outlook item

You can create a task out of any Outlook item, such as e-mail message, contact, calendar item, or note.

Do one of the following:

- Drag an e-mail message to the To-Do Bar

   The To-Do Bar must be arranged by **Start Date** or **Due date** to use these procedures.

1. Drag the item to the task list section of the To-Do Bar.
2. When you see a red line with arrows at each end positioned where you want to put the task, release the mouse button.
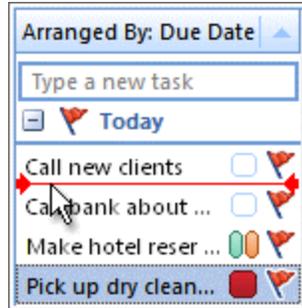
- Drag an item to Tasks

  When you drag an item to **Tasks** in the Navigation Pane, you can use all the features of a task item. The contents of the item, except attachments, are copied to the body of the task. Even if the original item is later deleted, the task is still available, including the copied contents of the item

- Drag the item to the **Tasks** tab on the Navigation Pane.

  Tip   To add the item as an attachment to the task instead of pasting the text into the task body, right-click the item and drag it to the task list, and then click **Copy Here as Task with Attachment**

Create a task in the To-Do Bar

The To-Do Bar appears in all Outlook views by default.

To create a task, do one of the following:

- In the To-Do Bar, click the **Type a new task** box, and then enter the task description. Press ENTER to finish. The task appears in your To-Do list with today's date.
- In the To-Do Bar, double-click the **Type a new task** box to open a task in a new window. You can enter more detail about the task.

Tip   To turn on or off the To-Do Bar, on the **View** tab, in the **Layout** group, click **To-Do Bar** and click **Normal**, **Minimized**, or **Off**. This changes the To-Do Bar only in the current view, not in all views.

Create a task in the Daily Task List in Calendar

The Daily Task List appears only in the Outlook Calendar day and week views.

1. Rest your pointer in the Daily Task List under the day that you want.
2. Click **Click to add task**.
3. Type a subject for the task, and then press ENTER.

> By default, the start and due dates are set for the day under which you inserted the task.
> To change the start date or due date of the task, drag the task to the day that you want.
> To manually change the start or due date, right-click the task and then click **Open**.

 Note   To turn on or off the Daily Task List, in Calendar, on the **View** tab, in the **Layout** group, click Daily Task List, and then select **Normal**, **Minimized**, or **Off**.

http://office.microsoft.com/en-us/outlook-help/create-tasks-and-to-do-items-HA010354415.aspx