In this chapter, I’ll show you how to work with tasks and notes in Outlook. Outlook’s Task feature helps you get organized by defining tasks you need to complete and organizing them by priority, due date, or other criteria. You can create either one-shot tasks or recurring tasks, keep notes in them, and mark them as complete when you finish them.

Outlook’s Notes feature is useful for jotting down information as you work and then sharing your notes with other applications.

Creating Tasks

In this section, you’ll learn how to work with Outlook’s Tasks feature. You’ll first meet the interface Outlook provides for working with tasks. You’ll then create new tasks and manage your tasks.

**NOTE:** At this writing, you must create each new task in Outlook. You can’t import or sync tasks from other sources, such as your To-Do items in Mac OS X’s iCal application or your tasks in Google Tasks.

Meeting the Tasks Interface

To get started with tasks, click the Tasks button in the Navigation Pane or press Cmd+4. Outlook displays the Tasks folder (shown in Figure 25–1 with several tasks added).
CHAPTER 25: Working with Tasks and Notes

By default, Outlook displays the Reading Pane on the right of the Task List. When you click a task in the Task List, the details of the task appear in the Reading Pane. You can move the Reading Pane to the bottom of the Outlook window by choosing Organize ➤ Reading Pane ➤ Below from the Ribbon, choosing View ➤ Reading Pane ➤ Below from the menu bar, or pressing the Cmd+Shift+\ keyboard shortcut. You can hide the Reading Pane by choosing Organize ➤ Reading Pane ➤ Hidden from the Ribbon, choosing View ➤ Reading Pane ➤ Hidden from the menu bar, or pressing the Cmd+Option+\ keyboard shortcut. When you need to return the Reading Pane to the right side, choose Organize ➤ Reading Pane ➤ Right from the Ribbon, choose View ➤ Reading Pane ➤ Right from the menu bar, or press Cmd+\.

Creating One-Shot Tasks

Outlook lets you create either one-shot tasks—tasks that occur only once—or repeating tasks that recur on a schedule. This section explains how to create one-shot tasks; the next section covers creating repeating tasks.

To create a task, you open a Task window and enter the details. Follow these steps:

1. Open a Task window (Figure 25–2 shows an example) in one of the following ways: