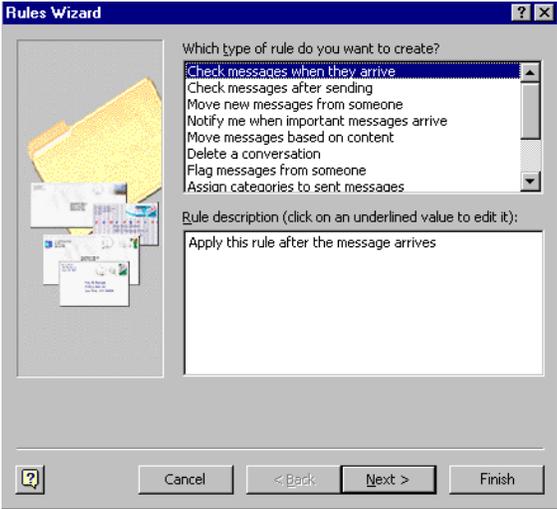
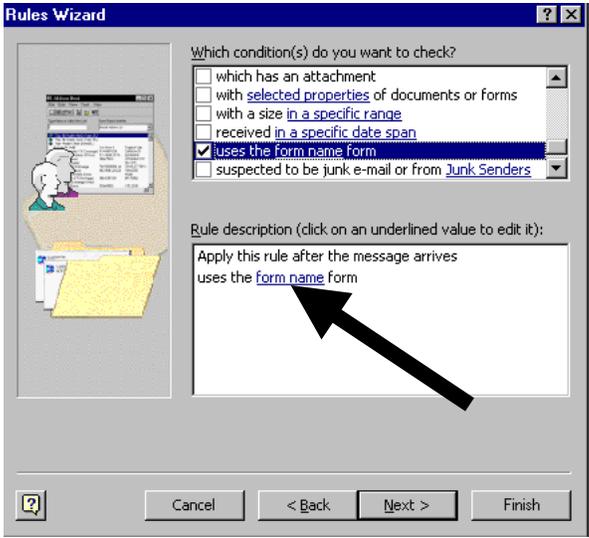
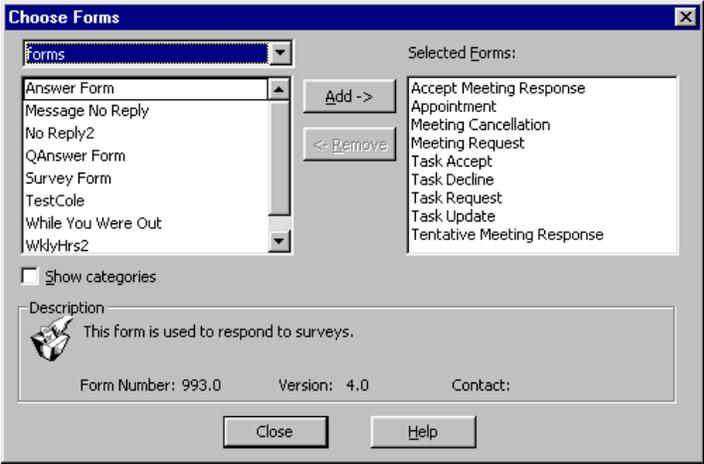


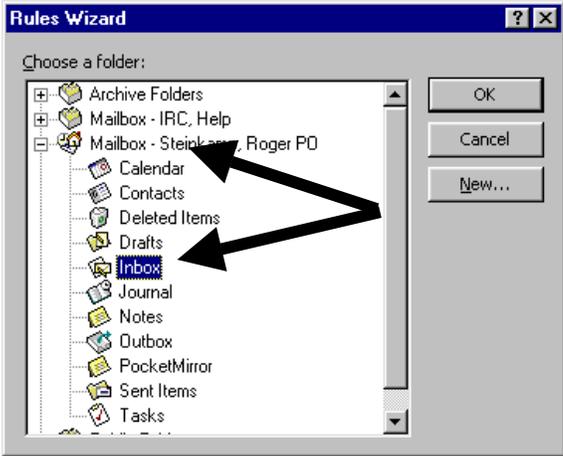
Setting Up Task Manager in Outlook

Introduction

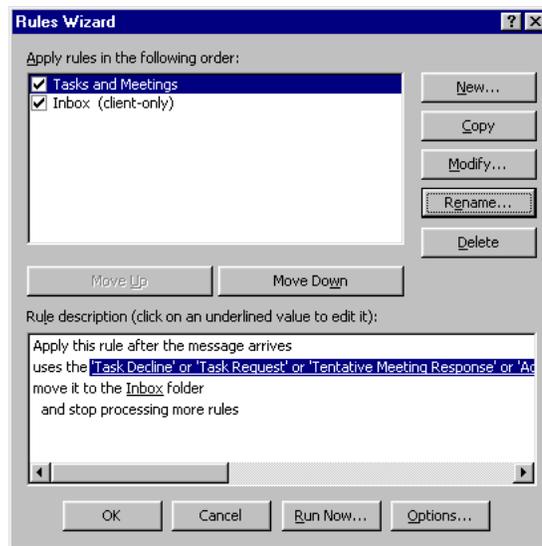
This Job Aid will show you how to organize Microsoft Outlook to properly use Tasks. **It is imperative that every individual who will be sharing tasks complete this Task Manager Set Up in order for Task Manager to work properly.**

Step	Action
1.	Outlook by double clicking on the Microsoft Outlook icon on your desktop.
2.	On the menu bar click Tools and trace to Rules Wizard .
3.	It will ask you to choose which set of rules to use Client or Server . <u>Choose Server.</u>
4.	Click New . The Rules Wizard screen is displayed. 
5.	Highlight Check messages when they arrive from the top window by clicking it once.
6.	Click Next .
7.	Scroll down and select Uses the <u>form name</u> form by clicking in the check in the box next to the option.
8.	After you have checked the appropriate box in the top window, click on <u>form name</u> in the bottom window.

	
<p>9.</p>	<p>Select Application Forms from the form pull down menu.</p>
<p>10.</p>	<p>From the Application Form menu Select and click Add for the following (7) items: Accept Meeting Response, Decline Meeting Response, Task Accept, Task Decline, Task Request, Task Update, Tentative Meeting Response</p> 
<p>11.</p>	<p>Click Close.</p>
<p>12.</p>	<p>Click Next.</p>
<p>13.</p>	<p>Select move to a specified folder by clicking in the check in the box next to the option.</p>
<p>14.</p>	<p>Click on specified in the bottom window.</p>

	
<p>15.</p>	<p>Select Inbox under Outlook Today. Ensure that the highlighted Inbox is in your Mailbox (last name, first name) and not the one in your ~Messages/Archive folders. Then click OK.</p> 
<p>16.</p>	<p>Select stop processing more rules by clicking in the check in the box next to the option.</p>
<p>17.</p>	<p>Click Next. The Exception Dialogue will open.</p>
<p>18.</p>	<p>No Exceptions are necessary. Click Next.</p>
<p>19.</p>	<p>In the box named “Please Specify A Name For This Rule”, overtype the name with Tasks and Meetings.</p>
<p>20.</p>	<p>Click Finish.</p>
<p>21.</p>	<p>Check to make sure that “Tasks and Meetings” is at the top of the Rules Wizard window list.</p>

If...	Then...
“Tasks and Meetings” is not at the top of the Rules Wizard list...	Highlight “Tasks and Meetings” by clicking on it once. Use the Move Up/Move Down buttons located under the window, move the rule to the top of the list.
“Tasks and Meetings” is at the top of the Rules Wizard list...	Click OK .



The task manager is now set up correctly.