

Outlook Options



General

Mail

Calendar

People

Tasks

Search

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-Ins

Trust Center



Change the settings that track your tasks and to-do items.

Task options



☐ Set reminders on tasks with due dates

Default reminder time: 8:00 AM



☒ Keep my task list updated with copies of tasks I assign to other people

☒ Send status report when I complete an assigned task

Overdue task color:



Completed task color:



Set Quick Click flag: Quick Click...

Work hours



Task working hours per day:

8



Task working hours per week:

40



OK

Cancel