

## Outlook Options

General

Mail

Calendar

Contacts

Tasks

Notes and Journal

Search

Mobile

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