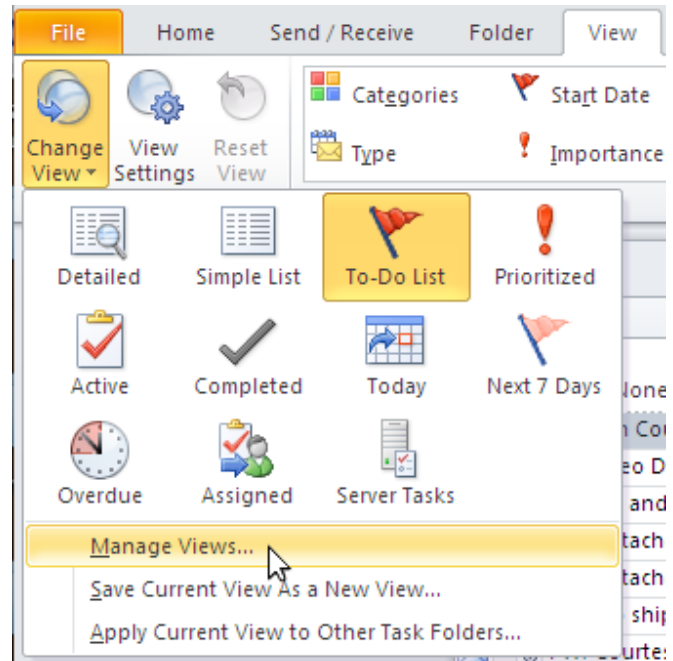


## Reprogram The Task Function So It Really Works – Outlook 2010

Go to Outlook Tasks  
In the ribbon, Click View  
Click “Change View”  
In drop-down, Click Manage Views  
In the list, Click on “Active”  
Click Copy  
Give it the name “Due Today”  
Select “All Task Folders”  
Click OK  
Click Filter  
Click Advanced Tab  
Click Field  
Highlight Date/Time  
Click Due Date  
Make Condition “on or before”  
Type “Today” in Value box  
Click Add to List  
Click Field  
Highlight Date/Time  
Click Due Date  
Make Condition “does not exist”  
Click Add to List  
Click OK  
Click Sort  
Under “Then By” select “Priority” and choose Descending  
Click OK twice  
Click Apply View



**For this to work effectively, you must assign due dates and priorities to your tasks.**