

Outlook Task – Introduction

Introduction

Outlook Task is a Windows utility designed to create a set of tasks from the Outlook task folder.

Do you ever get tired of your Task folder filling up with many records related to different projects or people? Can you afford the time to read all of these task items? It would be much simpler to arrange these tasks into a more structured sets of tasks.



Commonly, when you can't quickly identify the relevance of a task or the action the task requires, you end up leaving it in your Task folder "for later" without performing the necessary action. With Outlook Task program you can create the set of tasks you need - you can list tasks related to some project, category, person, due date or even to a keyword. Using a wide variety of parameters, it's easy to obtain a summary of tasks for today or this week. Outlook Task is a great way to manage large numbers of tasks in the Task folder by having a list of the most relevant tasks readily available.

We all have difficulty with confusing numbers of task notes and know how frustrating that can be. Outlook Task helps to make it easy to manage your tasks. You can get a list of any items from your Task folder and then you can create a report. For example, you may want to get your business tasks for the week. With Outlook Task you can specify the category "business" and require the due date to be in a week. Then you can save or print the resulting set adding comments too, if required.

You might also want to keep track of tasks that you complete over a particular period of time. You can have a summary of all tasks that you have completed in the last week or month. You can then save this report for your records or send it to colleagues by e-mail.

Do you get so many tasks in your Task folder that you find it hard to read them all? Create a culture of task summaries with Outlook Task program. Give yourself and your colleagues a clear list of TODO items for "today", "this project" or "this subject".

With Outlook Task you can get a set of items from your Tasks folder. You can use various parameters, including associated contacts, body text and category. Once you have the report you can save it as a web page (htm file) or print it out with your comments. Outlook Task allows you to customize both - the task filters and report template. Outlook Task is a great way to improve your Tasks related productivity and efficiency.

Get started

1) Run Outlook Task program



2) Click "Fetch Tasks" button.

3) Then you can specify some parameters, but in most common case you can just click "Fetch Tasks" button.



4) Click "Export to HTML" button to create a htm file report.

5) Open the resulted htm file. Now you can use this set of tasks, send it by e-mail or print.



Get Outlook Task

You can download the fully-functional evaluation Outlook Task from www.outlook-task.com

Order Outlook Task

For ordering information, please, visit www.outlook-task.com/ordering.htm





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Obtain support

If you have a question about Outlook Task then you are in a right place.

First we'd like recommend to browse AKS knowledge base, represented on Outlook Task web site. Please, visit Outlook Task and try to find the answer to your question in *Support* (<http://www.outlook-task.com/support.htm>) and *Solutions* (<http://www.outlook-task.com/solutions.htm>) section.

There are two ways to contact us:

- **Send a feedback from the program.** Run Outlook Task, then select *Feedback* command in the Help menu. Outlook Task will open you default mail client and write a e-mail to us at support@outlook-task.com .
- **Send a feedback using web-form.** You may visit support page on-line <http://www.outlook-task.com/support.htm> and fill feedback form. Please, let us know the version of Outlook Task you are using now.

You will have an answer in 12 hours. Learn more about how do our support service operates on http://www.outlook-task.com/support/aks_support_service_description.htm

Purchasing

How to register Outlook Task

Please, go to Outlook Task ordering page: <http://www.outlook-task.com/ordering.htm> and learn available license and pricing options. Click "Buy Now" link, which will bring you to ordering page.

How to enter registration code

You should copy and paste registration code into registration box of Outlook Task. Run the program, and then go to the Help menu. Select "Enter registration code..." command. Copy and paste registration code and click OK button.

