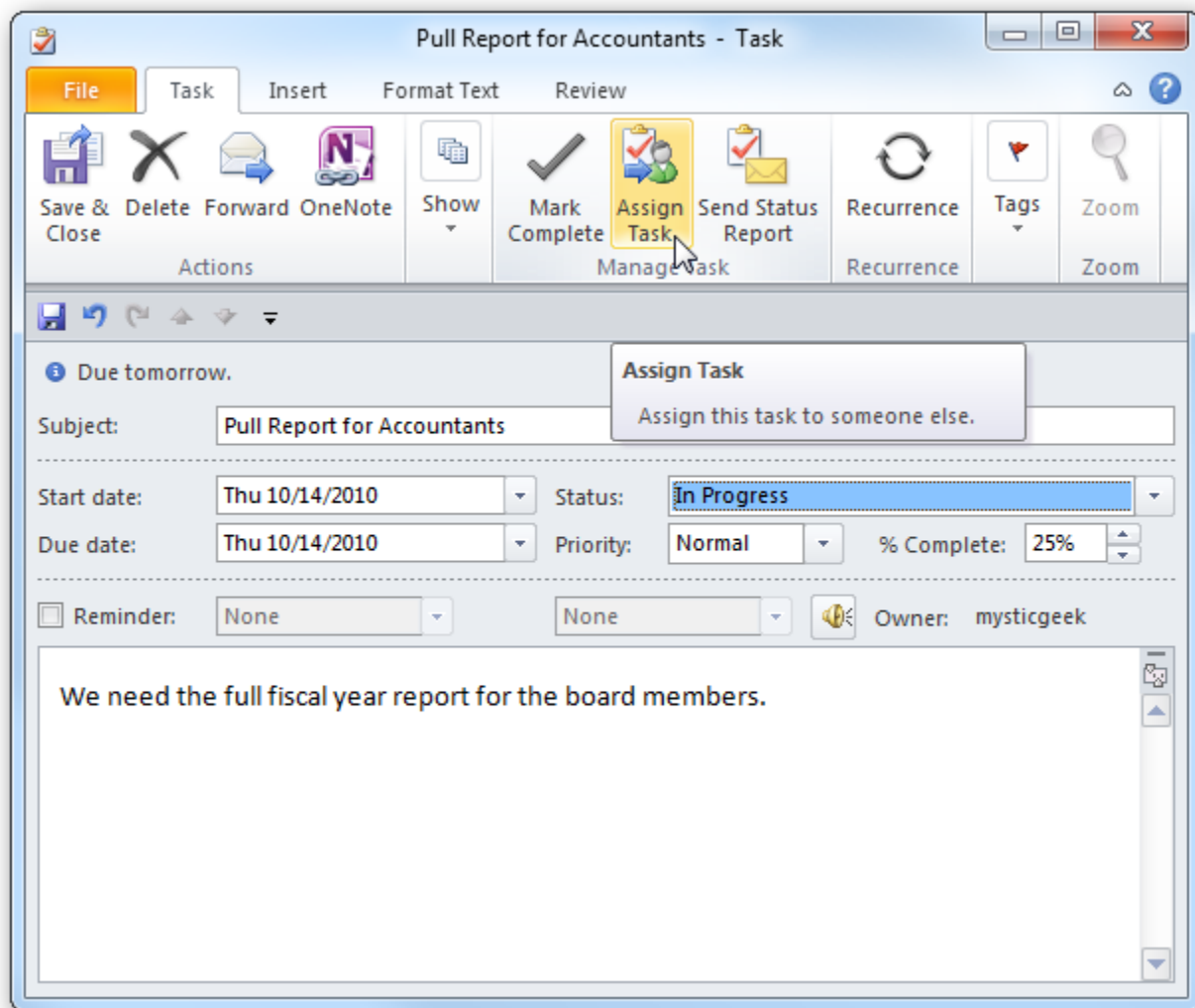


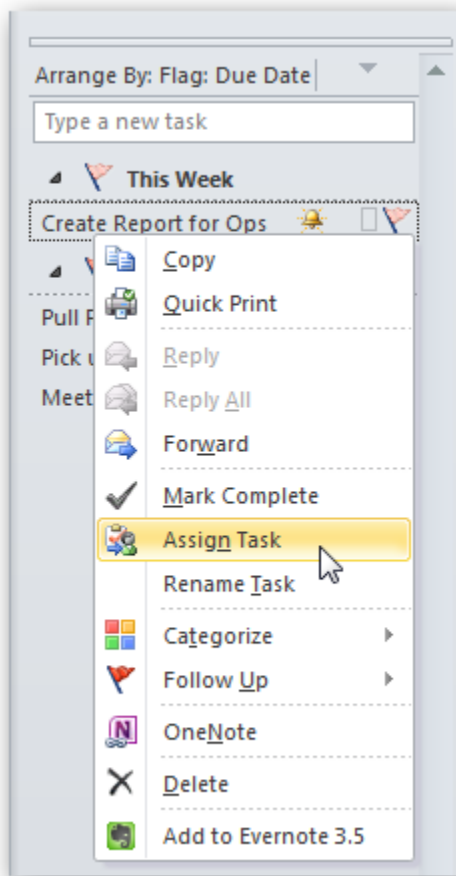
How to Assign a Task to Someone in outlook 2010-2013

Outlook 2010

There are a couple of ways you can assign tasks, including while you're creating a new task—all you need to do is click on “Assign Task” on the Ribbon.

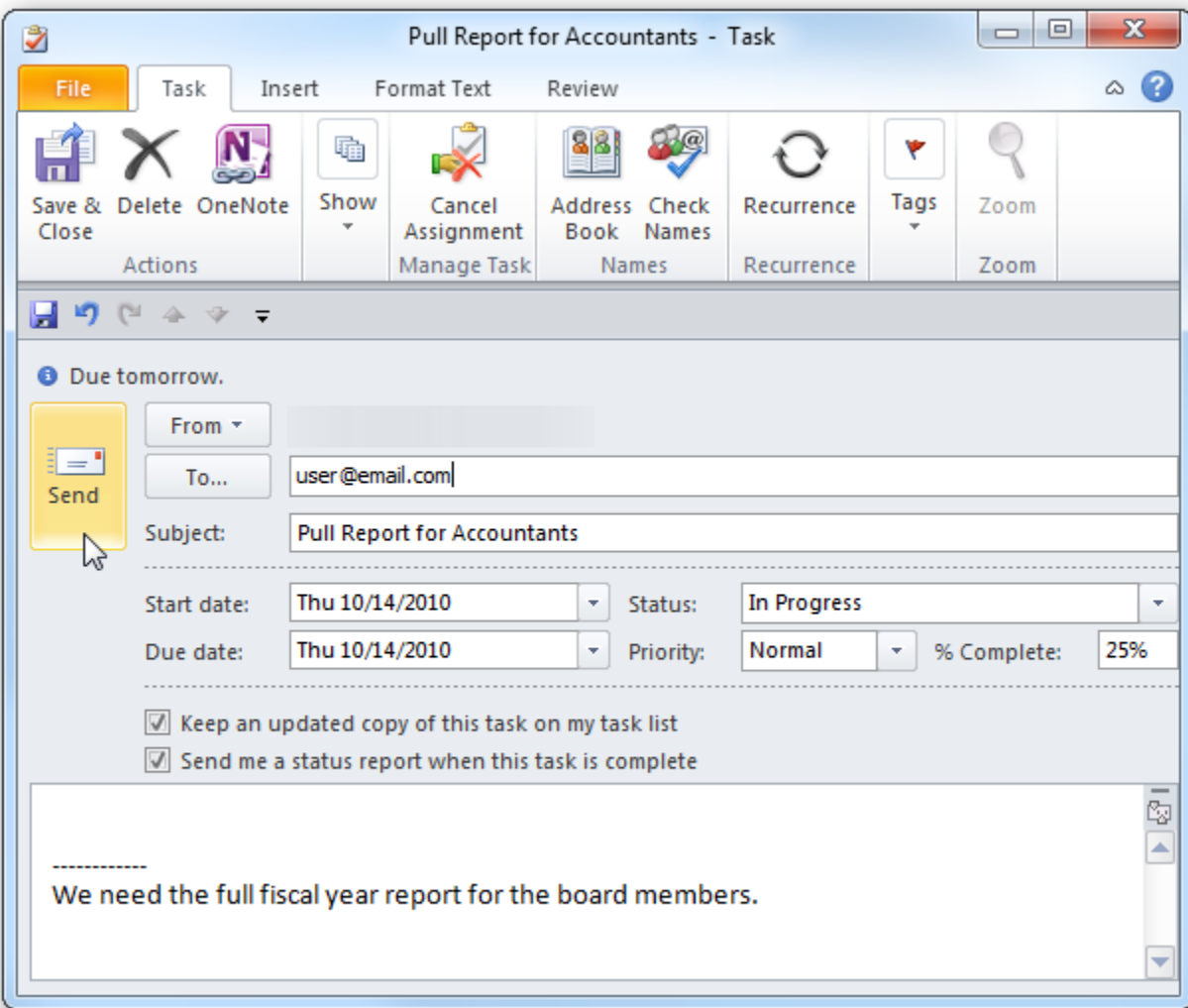


Or while you're looking at the Tasks pane in Outlook, you can right-click on it and select Assign Task from the menu. This should work from any of the Tasks views.



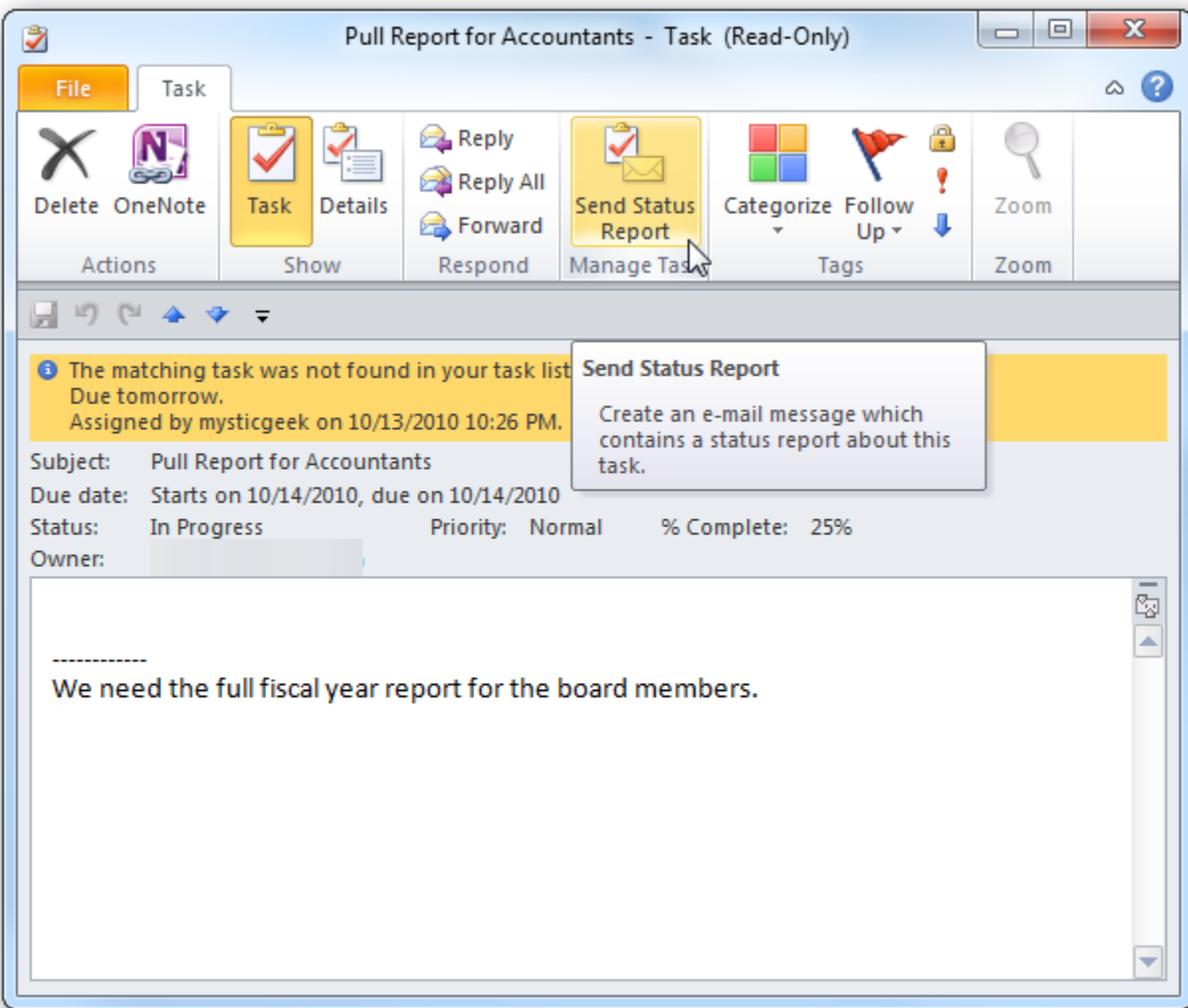
Now you just need to enter the email address of the person who you're assigning the task to.





Then the person you assigned the task to can add it to their list and send updates on it.



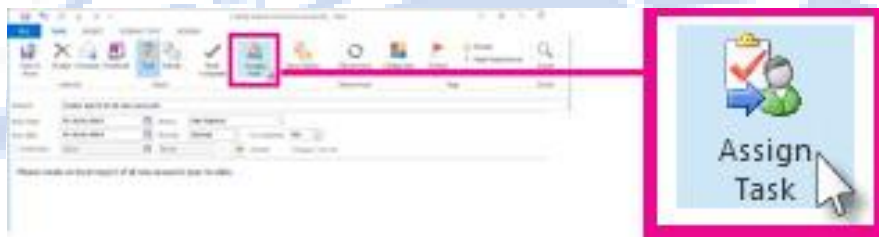


Outlook 2013

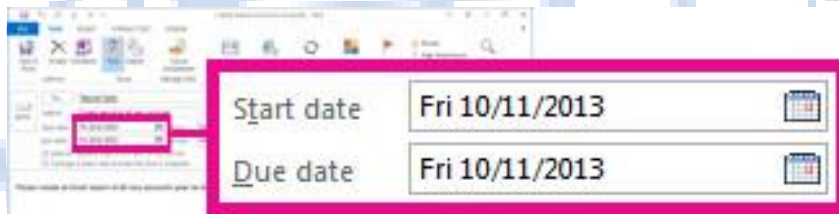
1. On the Navigation Bar, click **Tasks**, and then click **New Task**, or open an existing task.

Keyboard shortcut To create a task, press Ctrl+Shift+K.

2. Click **Assign Task**.



3. Click **To** or in the **To** box, enter a name or an email address.
4. In the **Subject** box, type a name for the task.
5. Enter the **Start date** and **Due date**.



6. In the **Priority** list, you can change **Normal** to **High** or **Low** if you want.
7. Check or uncheck the **Keep an updated copy of this task on my task list** and **Send me a status report when this task is complete** boxes.
8. If you want the task to repeat, click **Recurrence**, select the options you want, and then click **OK**.
9. In the body, include information about the task.
10. Click **Send**.