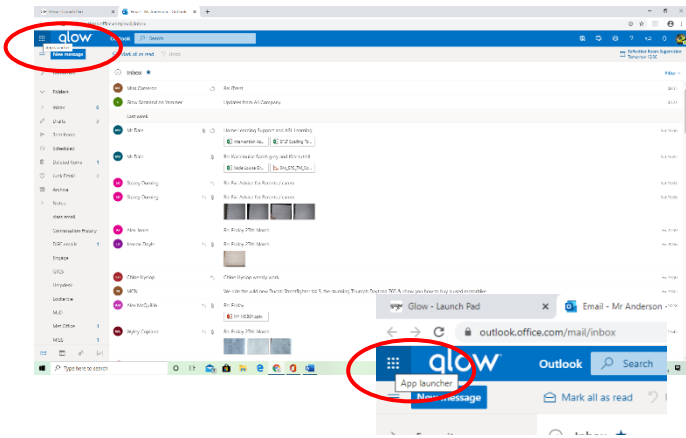
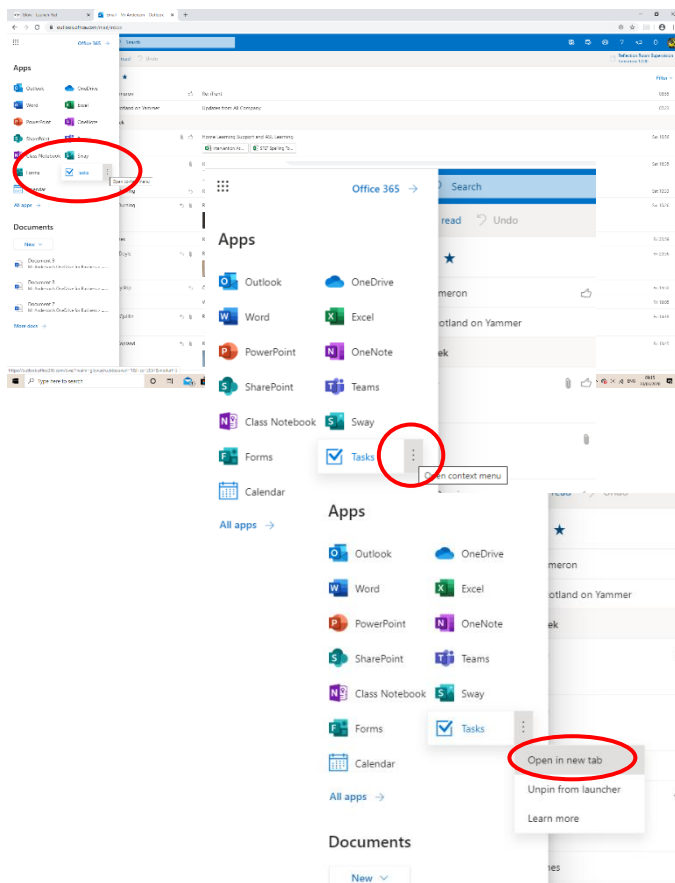


## Using Task List on Glow Outlook:



Once logged-on to Glow, select **Outlook** as you would normally do to **access** your email.

On the Outlook page, click on the **App Launcher** (nine dots) which can be found in the **top right-hand corner**.

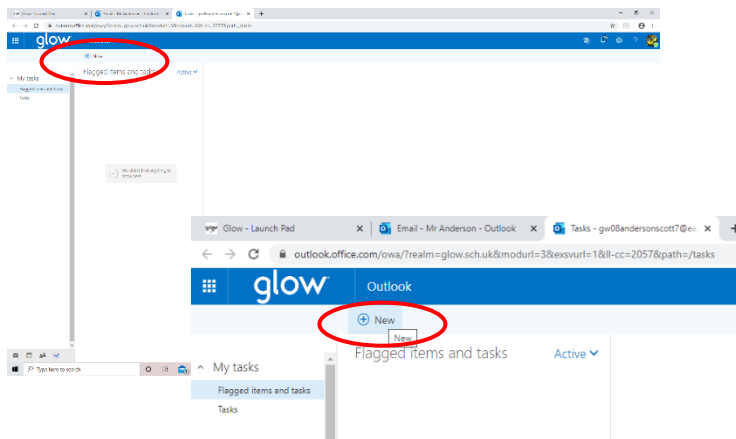


The App Launcher will open a **drop-down menu** of available **Apps**.

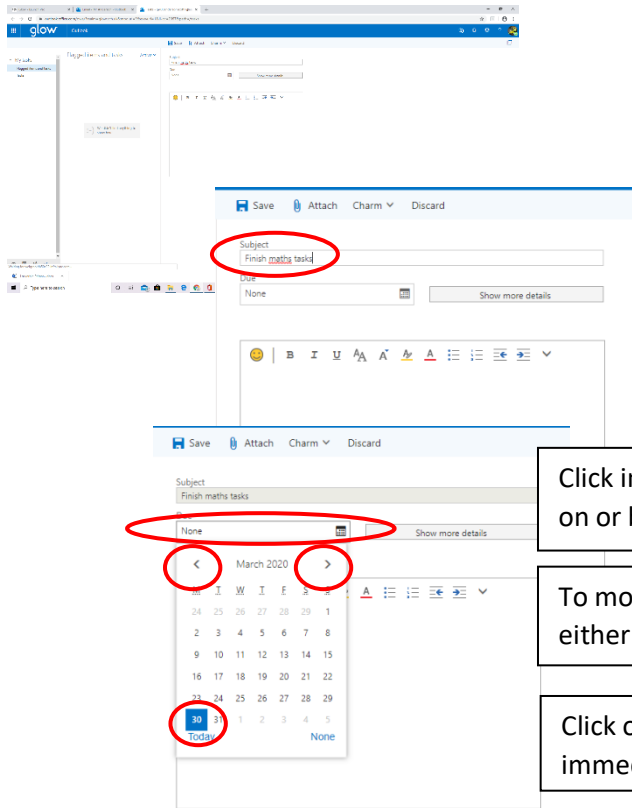
For home use, it may be necessary to **install the apps** on your device **before** trying to use them on a non-school device.

Click on the button with **three dots** to open **options** available for using Task list.

From the options provided, select **'Open in new tab'**. This will keep your Outlook email tab open and open Task list in a **tab of its own**.



To **add** a task, click the **'New'** button.



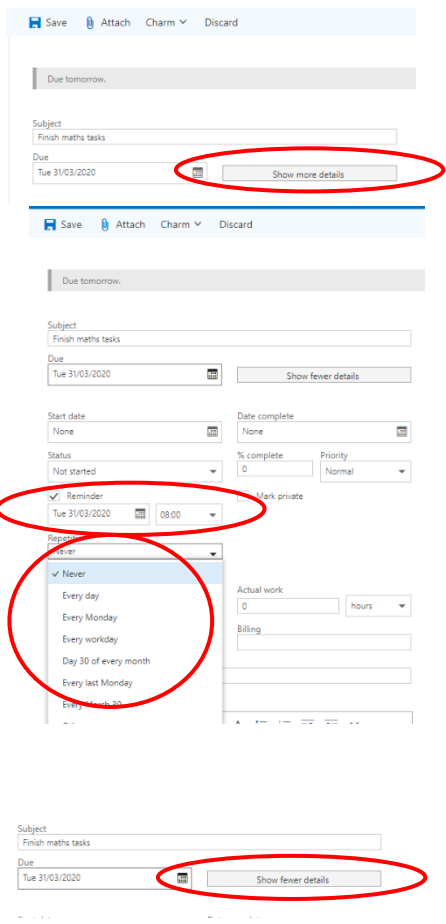
The look of the screen will change to provide **fields for information** about your **task** to be added.

Start by typing a **name** for your task in the **'Subject'** box. Keep this as short as possible.

Click in the **date** box to set a **date** for your task to be **completed** on or by. A **calendar page** for the current month will open.

To move to another month, use the **left and right arrows** on either side of the month name to **navigate** to your choice.

Click on the **date** required or click **'Today'** for tasks requiring immediate attention.

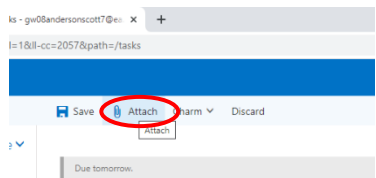


To add **more detailed** date / time information, click on **'Show more details'**.

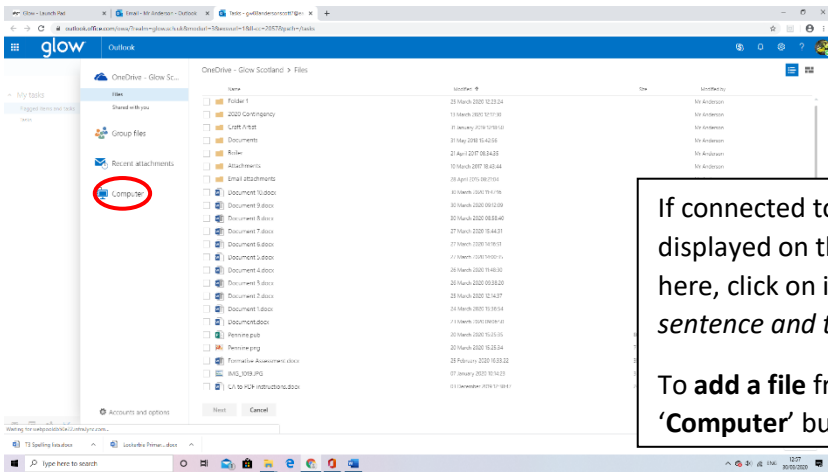
It is possible to add a start / end date, status and priority information.

To set a **reminder**, click in the **tick-box** above the date before **selecting** a date and time by clicking on the date / time boxes to **open a list of dates and times**.  
 Select the **required date** and time by clicking on the list.  
 Tasks and reminders can be set to **automatically repeat** by clicking on **'Repetition'** and selecting how often a repeat is required.

Click on **'Show fewer details'** to reduce the number of options displayed on the page.

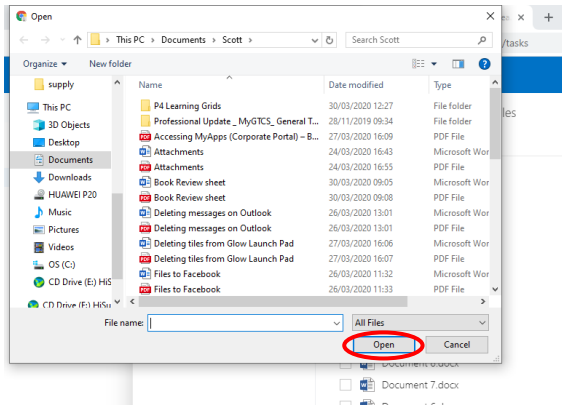


It is possible to **attach** files to a Task list entry.  
 Click on the **'Attach'** button to begin this process.



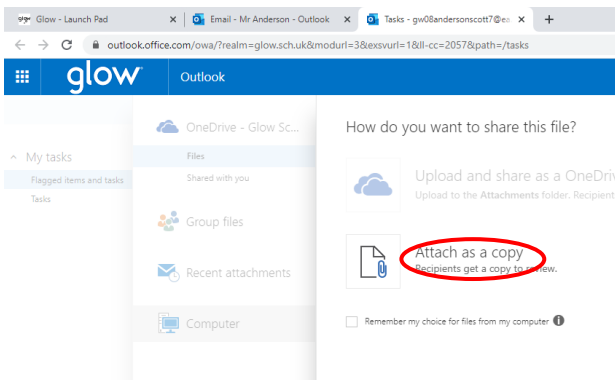
If connected to OneDrive on Glow, a list of files will be displayed on the screen. If the required file is stored here, click on its **name** to select then *skip the next sentence and the next step below*.

To add a file from your computer, click on the **'Computer'** button.

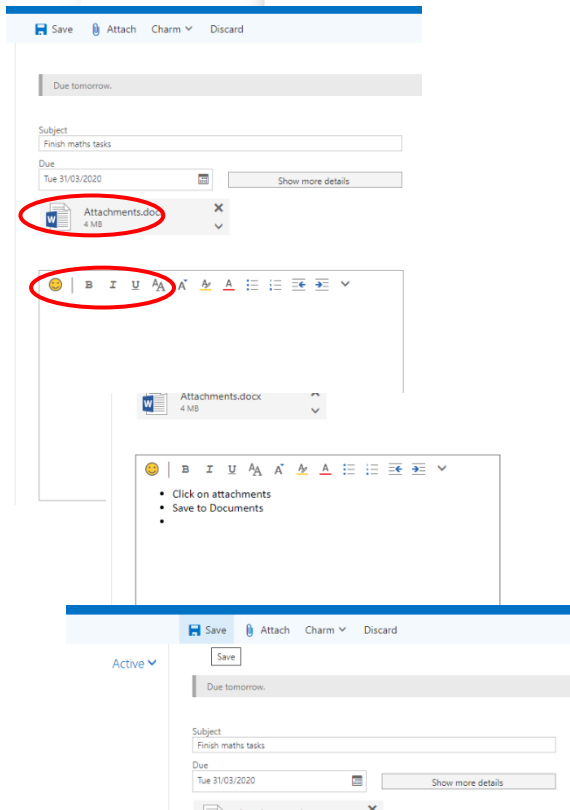


Navigate to the **required file** and click on its name to select it from any list it appears in.

Click **'Open'** to attach your file.



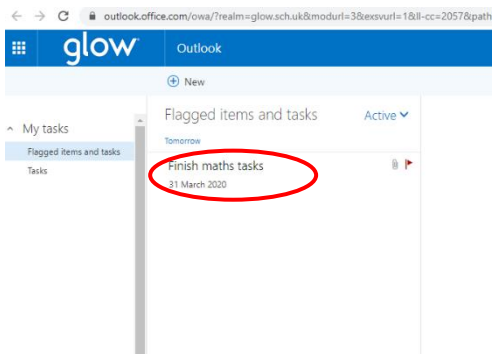
Whether being attached from OneDrive or from your computer, a **prompt box** will ask how the files should be attached. Select **'Attach as copy'**.



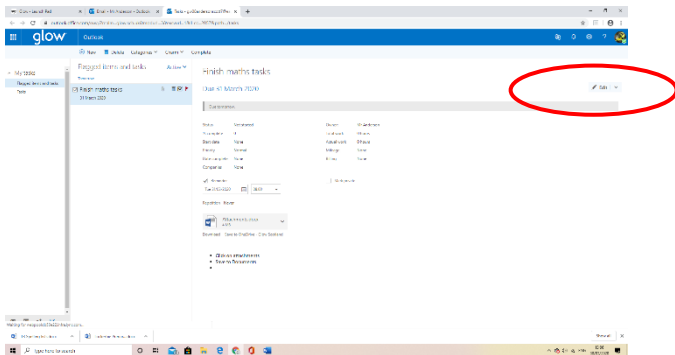
The **attached file** will now appear on the task you are compiling.

To **add notes**, click in the large box at the bottom of the task being compiled. **Notes** can be added by typing. Use the **text toolbar** at the top of the box to make changes and additions to your text.

When the task being compiled is ready, **click on the 'Save'** button to add it to your Task List.



The **task entry** should appear on your **Task List** page as shown.

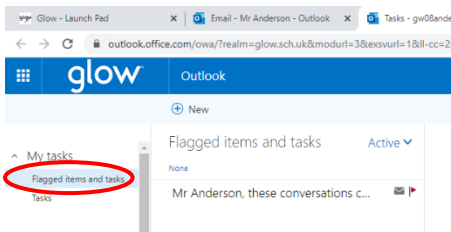


Should any **changes** be required, click once on the **task** to open its details then click '**Edit**' to make changes using the steps above. Remember to click '**Save**' or changes will not be retained.

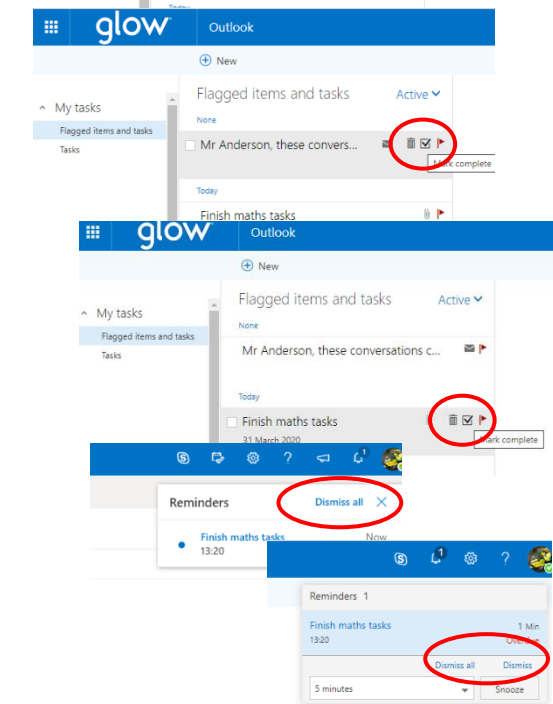


Items from **Outlook email** can be added to Task list by moving your mouse **over the email**. The message details should **highlight** in grey and buttons will appear as shown.

Click on the **flag** button to add it to your Task list.



To **show everything** on your Task list, ensure the '**Flagged items and tasks**' shown has been selected.



When **completed**, move your mouse on to the flagged item to **reveal** buttons. Click on the **tick** to confirm completion or, if the item is no longer required, select the **trash-can** button to delete or the **flag** to remove it from your list.

The same process can be applied to **Task list** entries.

Click on the **tick** to confirm completion or, if the item is no longer required, select the **trash-can** button to delete or the **flag** to remove it from your list.

Set **reminders** will appear on the Task list page and on any other Outlook page you have open.

Click on '**Dismiss**' to close individual reminders or '**Dismiss all**' to close all reminders displayed.