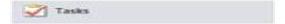


- Move the original email to your Archives folder or Delete the original email.
- Convert & Move | Delete
- 8. Convert email to Task
- Drag and drop the email from your Inbox to the Navigation Pane (left side/bar) on the Tasks icon:



The e-mail will be copied into a task with its original text.

Schedule the task.



- Move the original email to your Archives folder or Delete the original email.
- Convert & Move | Delete

Notes

- When the Due Date (Forfal/sdato) is passed and the task is not done: the task will automatically move forward
 and follow the current day in you To-Do Bar under the Calendar view.
- Some Drag&Drop alternatives:
 - Left click, drag&drop to the Tasks icon → automatically transforms your email into a task with the email text copied.
 - Right click, drag&drop to the Tasks icon -> choose between create a task with the email's text, with the
 email in attachment or to move the email to a task with the email in attachment.

Shift from "Inbox based work method" to "tasks based work method". Inbox/email work method -> Task based work method

Microsoft Outlook 2010 Configuration Guide

L Cohen

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Unveiling the Magic of Words: A Review of "Microsoft Outlook 2010 Configuration Guide"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is truly aweinspiring. Enter the realm of "Microsoft Outlook 2010 Configuration Guide," a mesmerizing literary masterpiece penned by way of a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book is central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

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