

Creating Outlook Task from an Email Message

Aside from creating Outlook Task in File menu and Task window, did you know that you can turn your email message into an Outlook Task?

[Click here](#) to know the easy steps to create a Task from email messages.

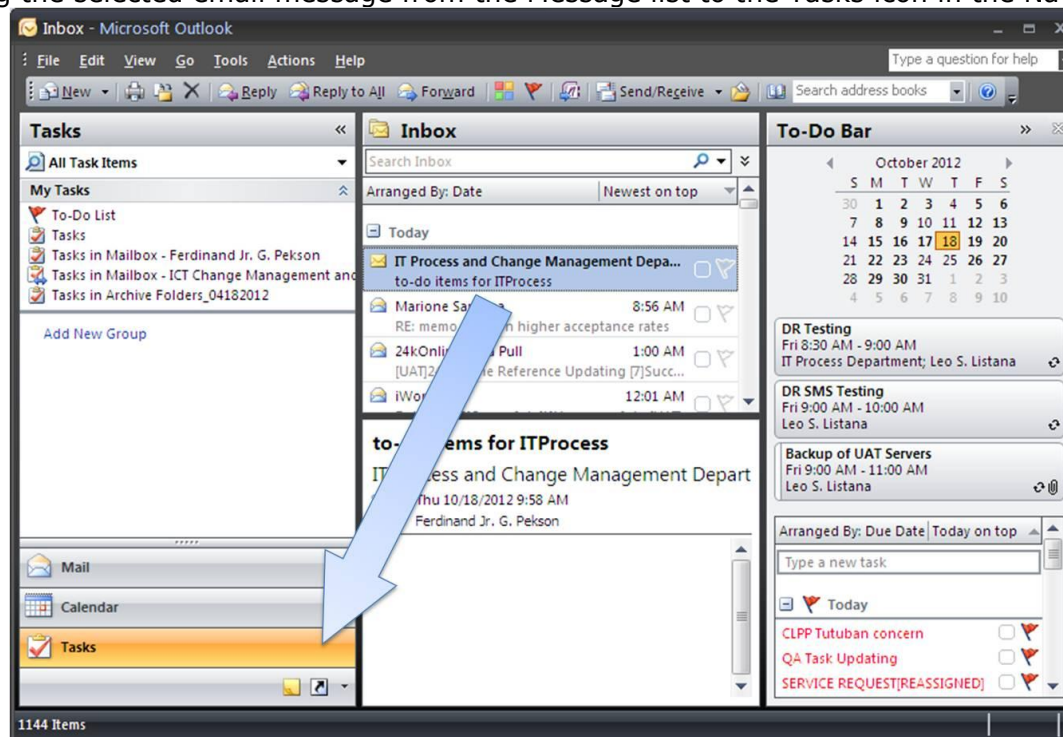


Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

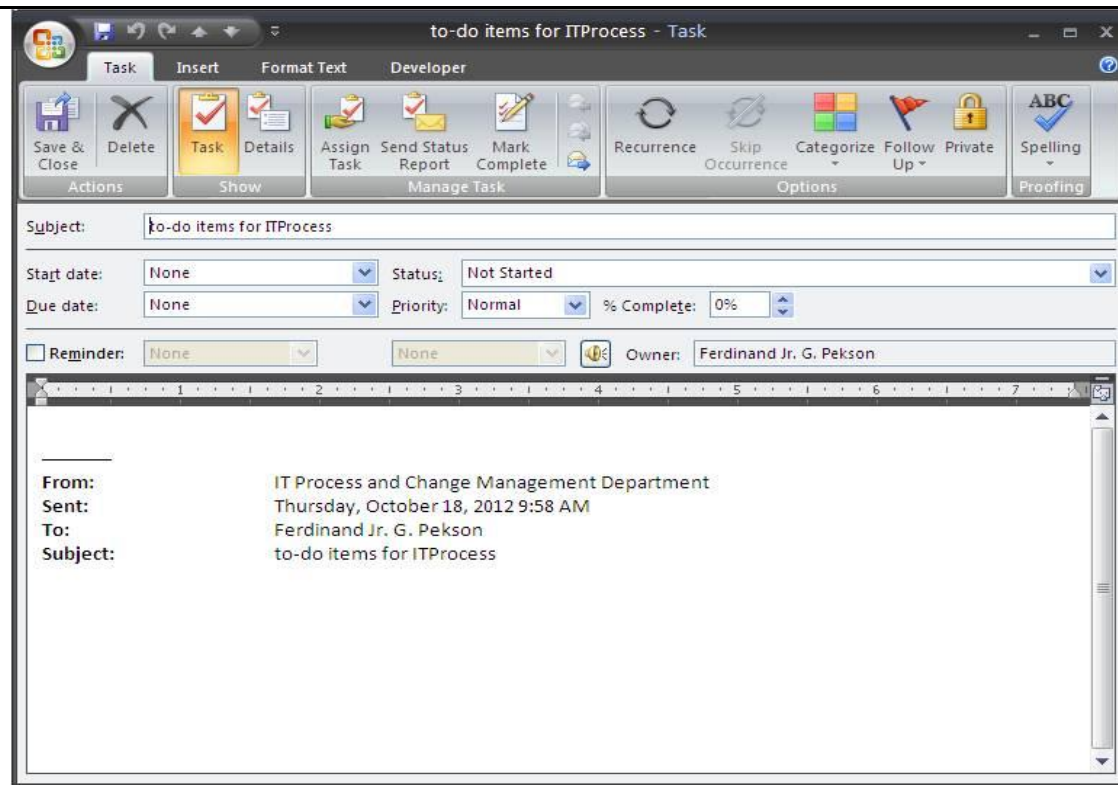
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The email message that contains relevant information about your to-do items can be turned into an **Outlook Task** by following these simple steps:

1. Drag the selected email message from the Message list to the Tasks icon in the Navigation Pane

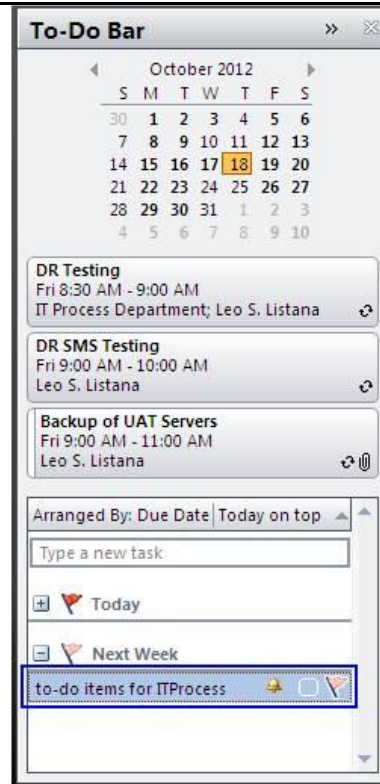


A new Task form will launch with a subject line and the body of the email message in the Message area of the Task form



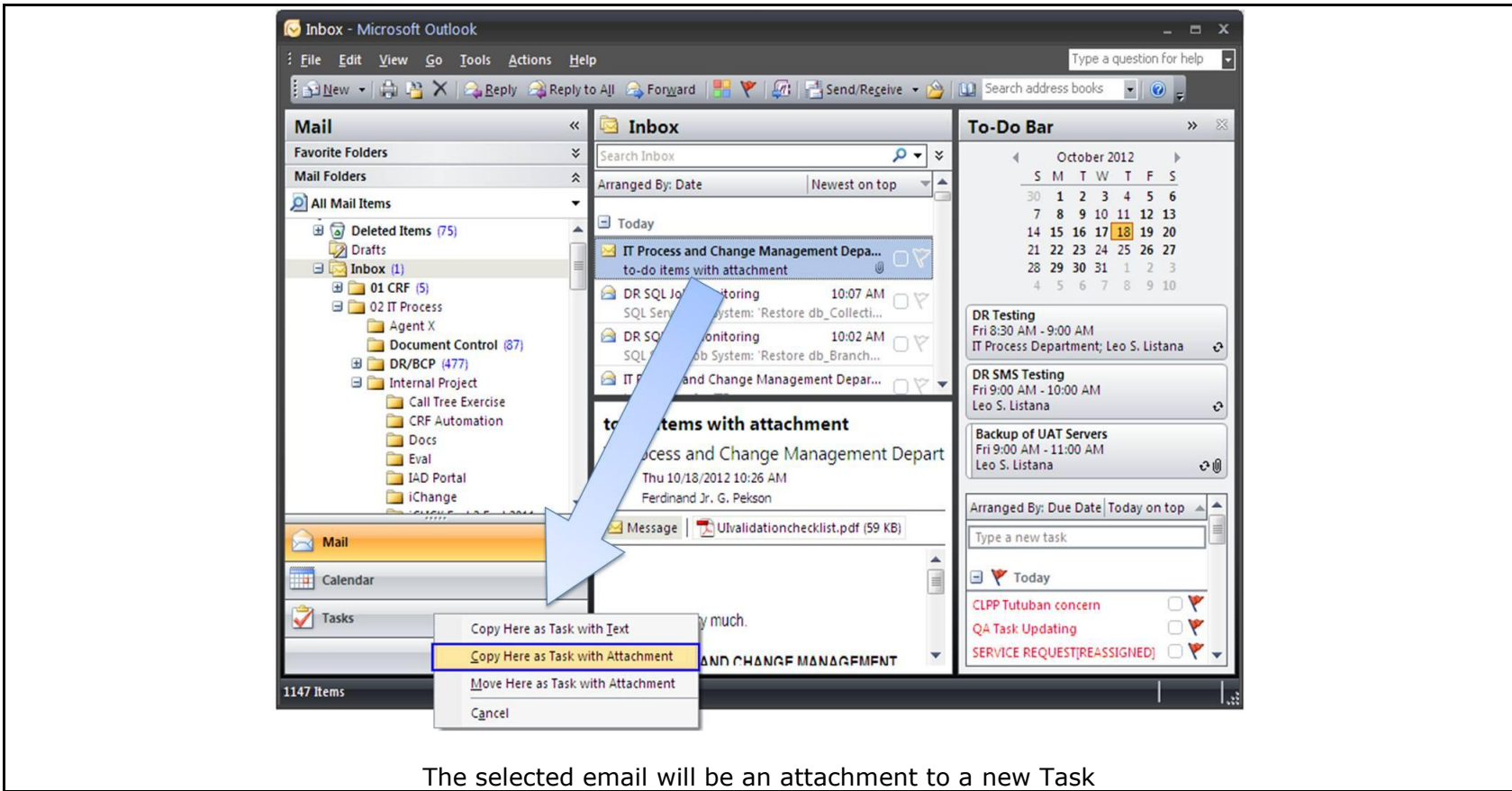
2. Setup additional Task properties such as Start/Due date, Priority, Reminders and then, click Save & Close to save the Task

Saved Task will be displayed in the To-Do Bar

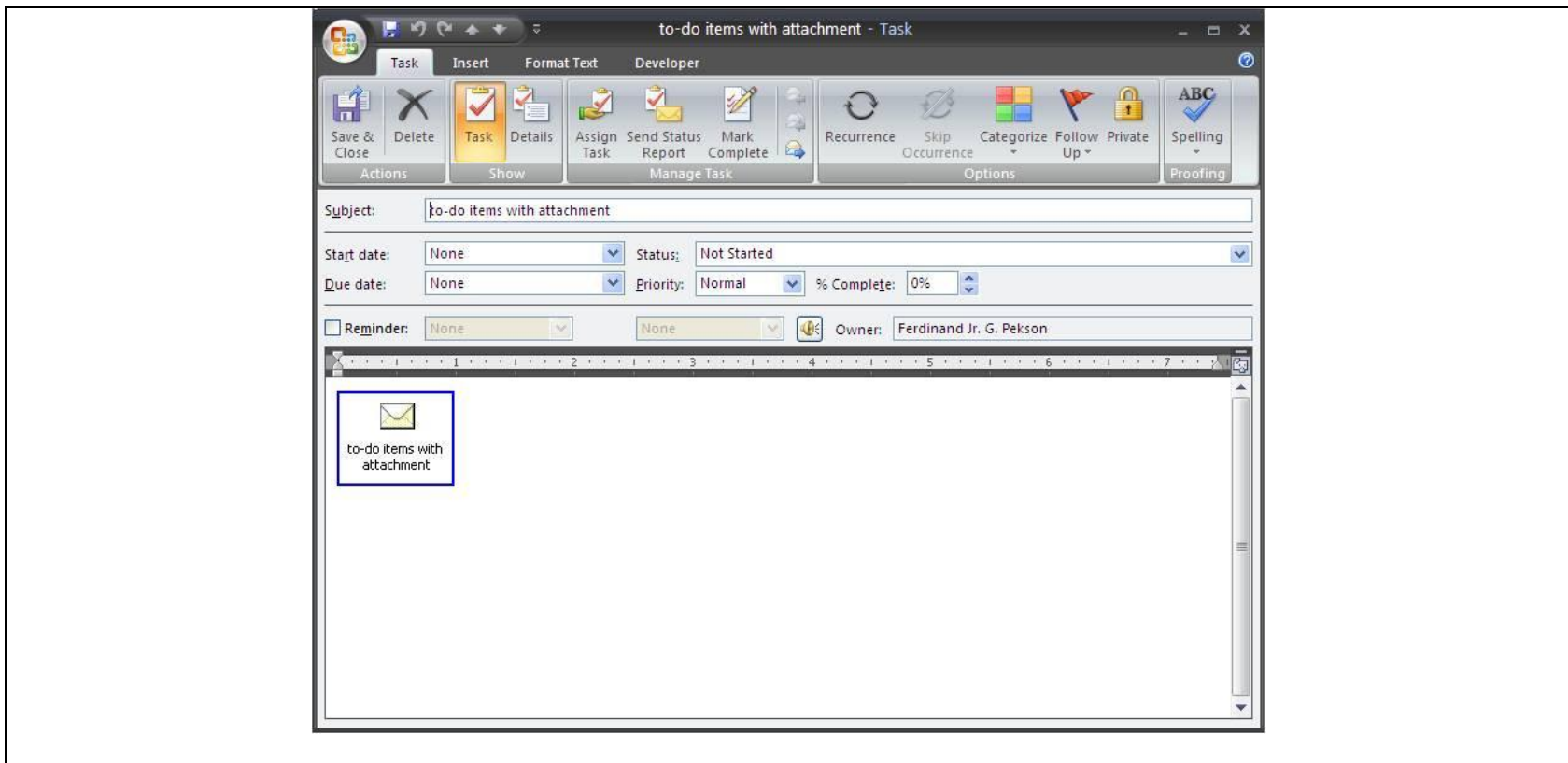


To add the message as an attachment to the Task instead of pasting the text into Task body,

1. Right-click the email message from the Message list and drag it to the Task icon in the Navigation Pane
2. On the shortcut menu, click **Copy Here as Task with Attachment**



The selected email will be an attachment to a new Task



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