

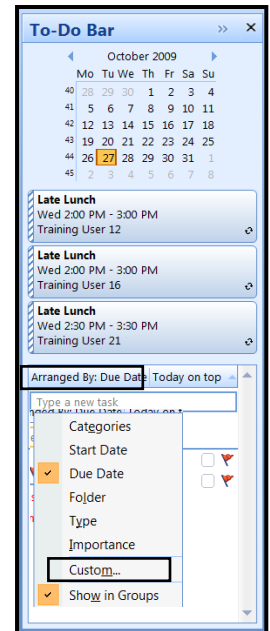
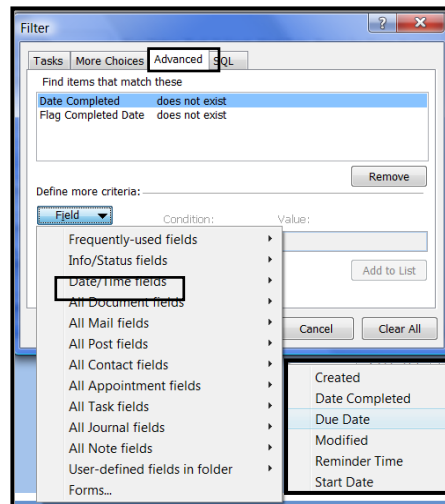
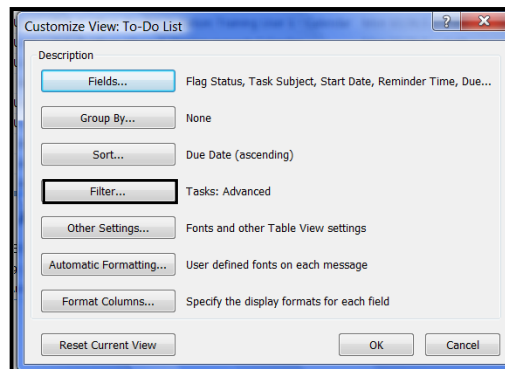
Outlook 2007: Making the To-Do Bar Show Only Today's Tasks

The **Outlook To-Do** bar gives quick access to a user's calendar and tasks. The default setting for the **To-Do** bar shows all tasks *regardless of date*. The filter can be changed to show only the tasks for the current day, or if the user chooses, to show overdue tasks as well.

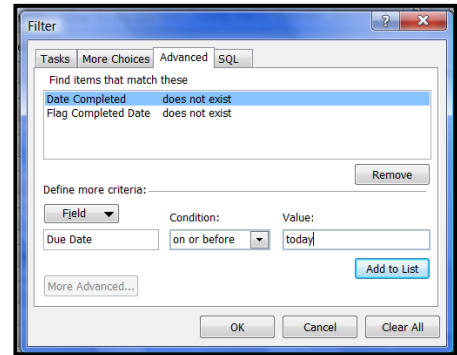
If the To-Do bar is not currently showing in Outlook, Click on View>To-Do Bar and make sure Normal is checked.

Exercise 1:

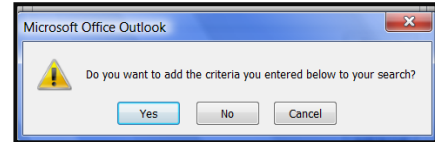
1. To change the settings on the **To-Do bar**, right click on the **Arrange By** column.
2. Choose **Custom** from the menu.
3. The Custom View To-Do List opens.
4. Click on **Filter...**
5. Click on the **Advanced** tab.
6. Click on the **Field** box down arrow.
7. Click on Date/Time fields.
8. In the new window, click on **Date Due**.



9. In the new window **Click** on the **Field** drop-down box. Make sure **Date Due** is selected.
10. In **Condition:** click the drop-down box select **on or before**.
11. In the **Value** box type **today**.
12. **Click on OK.**



13. A new window will appear. **Click Yes** to add the criteria to the **To-Do** bar.



14. The To-Do bar now only shows task due on or before today's date.

