

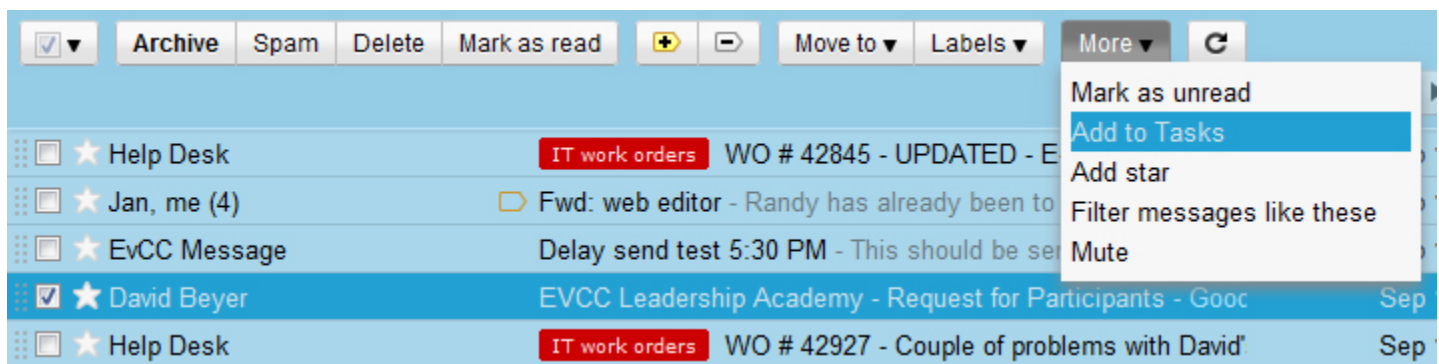
Google Mail - Create a task list from your inbox



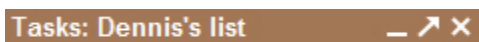
You can create a list of things that you need to track directly from your Gmail inbox, and take that to-do list and manage it to track the tasks and set up reminders of milestones, due dates or any other things on the list that need your attention.

Getting Started

Sign in to your Google Apps Email account. In your inbox, select a message that you want to add to your task list by checking the box just to the left of the title, as shown below.



With the message selected, you then go to the **More** tab in the top menu bar and select **Add to Tasks**, as shown above.



Clicking on the Add to Tasks link puts the message at the top of your tasks list, and open up the tasks window.

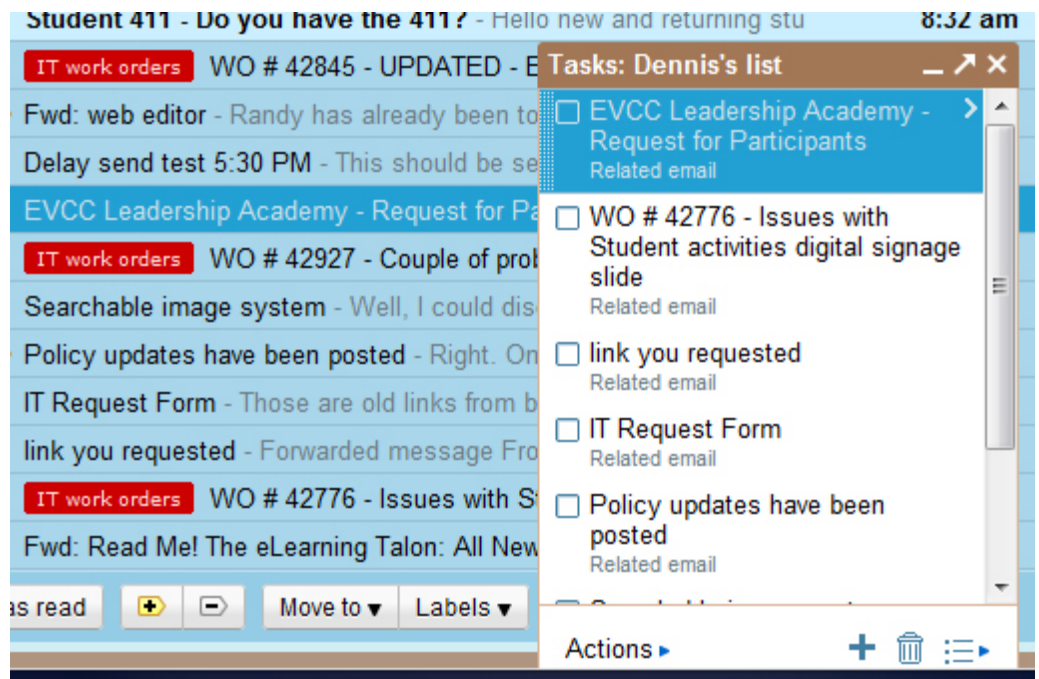
Your tasks list may appear in compact mode with only the top menu bar showing, as in this example. If so, you just click on the arrow symbol in the menu bar to expand the window.

The tasks window will look

similar to the example shown on the right, with a list of the emails that you have selected and added to the tasks list.

You will see the items that you have added to your current task list, organized chronologically by the time you added them to the list. You can reorganize the order at any time, which will be described later in this tutorial.

There is also a link for each item that allows you to see the content of the original email related to that task.



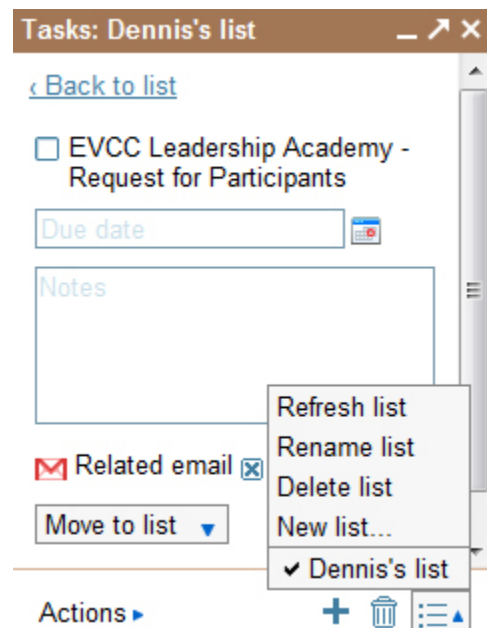
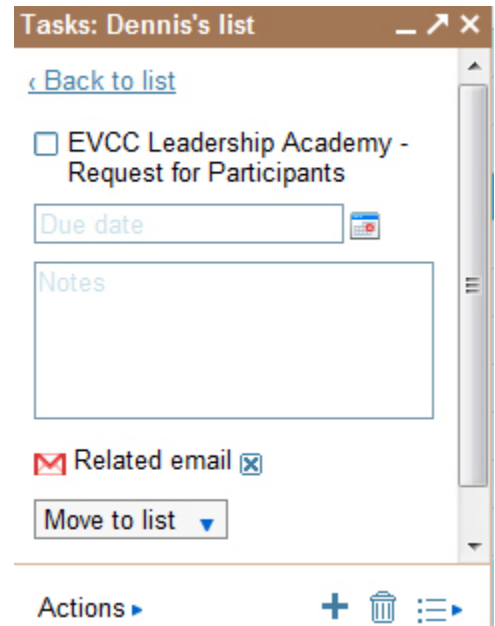
When you hover over or select an item in the list by clicking on its title, you will see the **symbol >** on the right, as in the top item on the list in the example above.


Clicking on the **> symbol** changes the window to show the details and actions you can take on that task, as shown on the right.

You can **rename** the task by highlighting the default title (the title that is the same as the original email) and typing in your new title.

The **Due Date** field allows you to set a day that something needs to be done for that task, along with notes relating to that due date. You can also edit the due date and notes so you can have intermediate due dates or a final due date.

The **+ symbol** and **trashcan** at the bottom of the window allow you add a new task to the list or delete a selected task.

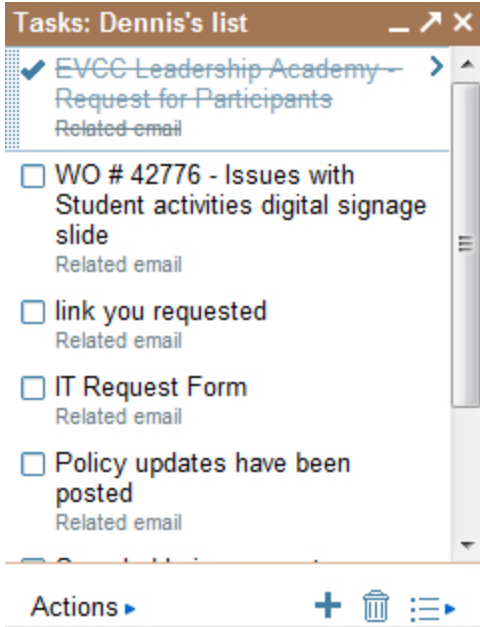


You can create as many task lists as you wish, and sort tasks between the lists. Click on the **bulleted text symbol**  in the lower right to get the menu for managing multiple lists shown on the left.

If you chose to have multiple task lists or task lists for specific projects, you can use this menu to set up and edit the various lists. Note that in the details window for the task there is a **Move to List** button that allows you to sort a task into whatever task list you wish.

At the bottom of the details window for your selected task, you will see the word **Actions**. Clicking on the actions link brings up the menu shown on the right.

This allows you to reorganize your task list by indenting to visually make a sub-task, move tasks up and down the list, email the list, and more.



When you have completed a task, you check the box that is next to it on the left in the tasklist. This marks the task as completed, and strikes through the text as shown on the left. Clicking on the box again marks the item as not completed.

You can always clear completed tasks off of your list by going to **Actions** and selecting **Clear completed tasks**.

