



# Cleaning Up Tasks

The purpose of this guide is to assist with managing the volume of tasks in Outlook by locating and deleting completed tasks. This guide supplements existing policies, standards and practices related to the management of information in the Government of Alberta.

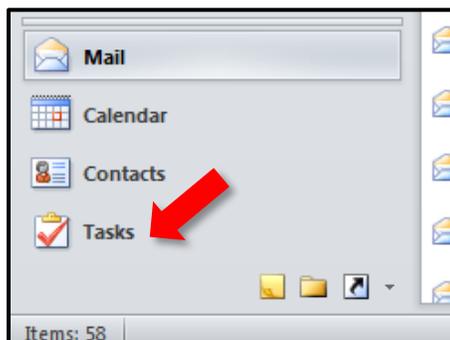
**NOTE:** This guide is specific to Outlook 2010, but may be relevant to other versions.

## Cleaning Up Completed Tasks

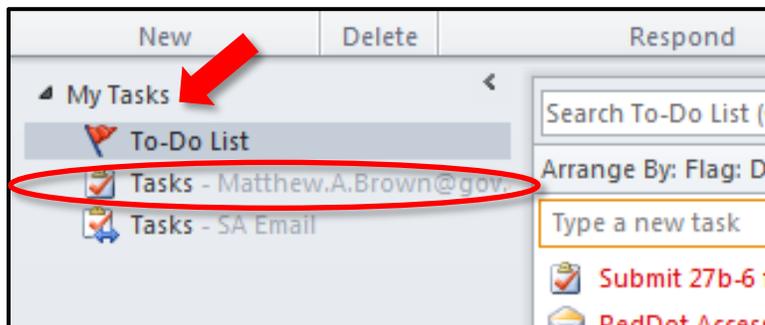
The **Tasks** function is a useful organizational feature of Outlook 2010 that exists separate from email and calendar functions. **Tasks** allows for the creation of a dynamic list of actionable items that is displayed on the Outlook “home” window, allowing for an at-a-glance inventory of duties. Tasks will only be listed if the **Tasks** function in Outlook has been manually set up.

### Steps

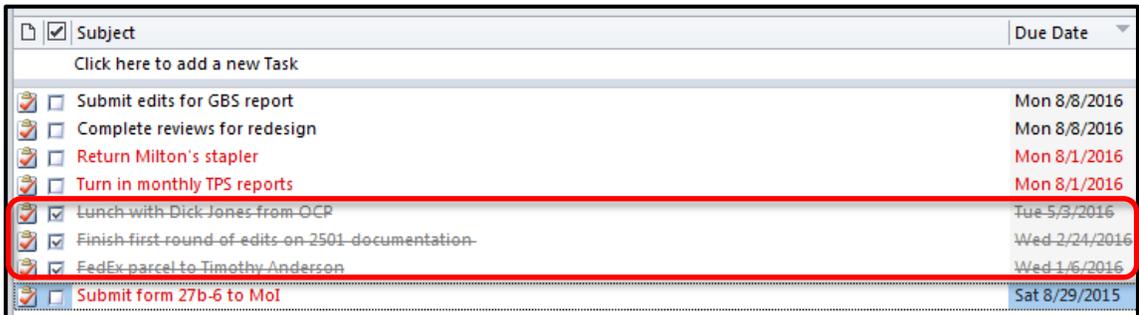
1. From the **Home** tab of Outlook, select **Tasks** (typically located on the lower left side of the screen).



2. To display tasks only, look under the heading **My Tasks** and select **Tasks – (EMAIL ADDRESS)**.

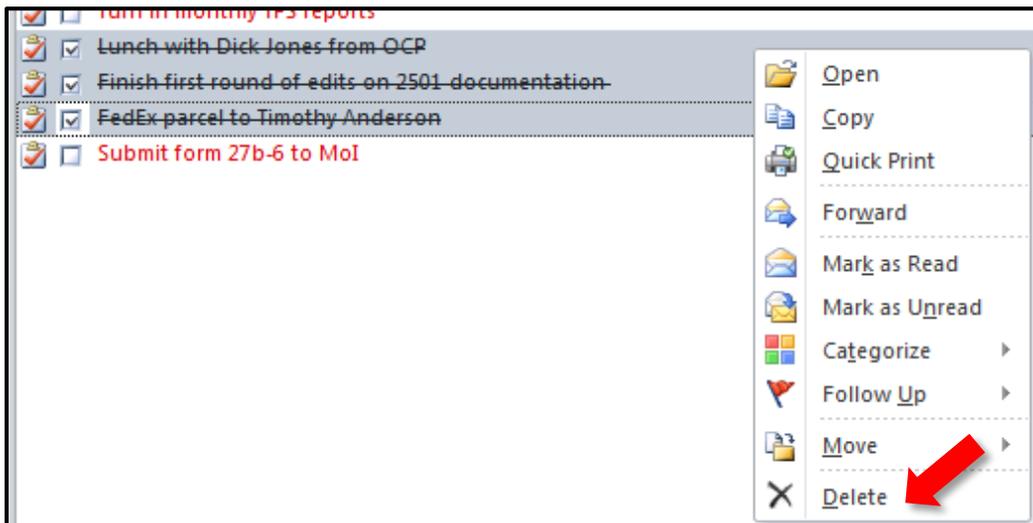


- Completed tasks are presented as strikethrough text. It is recommended that completed tasks are reviewed before being deleted; although they are completed, the tasks may still constitute an official record or be related to an active FOIP request. To view the details of a task, double-click on it.



- Select any task(s) to be deleted. Shift + arrow keys allows selection of multiple sequential items; holding down the Ctrl key and clicking allows selection of multiple non-sequential items.

Right-click and choose **Delete** to move selected items into Outlook's **Deleted Items** folder. If there are a large number of items to delete, it may be easier to delete task entries in small batches.



### Things to Remember

- Make sure to select **Tasks – (EMAIL ADDRESS)** to see both in-progress and completed tasks.
- Double-check completed tasks before moving them to the **Deleted Items** folder— even if a task is completed, it may be an official record or subject to a FOIP inquiry.
- If your business area is involved in any FOIP and/or litigation hold activity, please contact your department FOIP coordinator and/or senior records officer before deleting any items.