Move Task to another folder in Outlook

Move Task to another folder in Outlook

If you have multiple folders that hold tasks in Outlook 2016, you can move a task from one folder to another by clicking and dragging on the task or by using the Move menu in the Home ribbon.

暦 ち ・			To-Do List	- Outlook			6 – 8 ×
File Home Send / Receive Folder View 👰 Tell me what you want to do							
New New New Delete New Delete	Reply Forward I More + All Respond	Mark Remove Complete from List Manage Task	Today Next Week Tomorrow No Date This Week Custom Follow Up	Detailed Simp	ple List To-Do List	Move OneNote Categorize	Search People
<	incoporto.	managerask	Tonon op		rch To-Do List (Ctrl+E)	Task Folder 2	<u>م</u>
✓ My Tasks To-Do List	TASK SUBJECT	START DATE	REMINDER TIM		UE DATE	1 Other Folder	1017
Tasks	Click here to add a new Tas	sk				Copy to Folder	
Task Folder 2	👂 🕨 Flag: Due Date: No D	ate					
	🔺 🕨 Flag: Due Date: Toda	у					
	Task #1	Sat 3/12/2016	None	Sat	at 3/12/2016	Tasks	▶
S == 2 ³ € ···							
Filter applied							+ 10%