Move Task to another folder in Outlook

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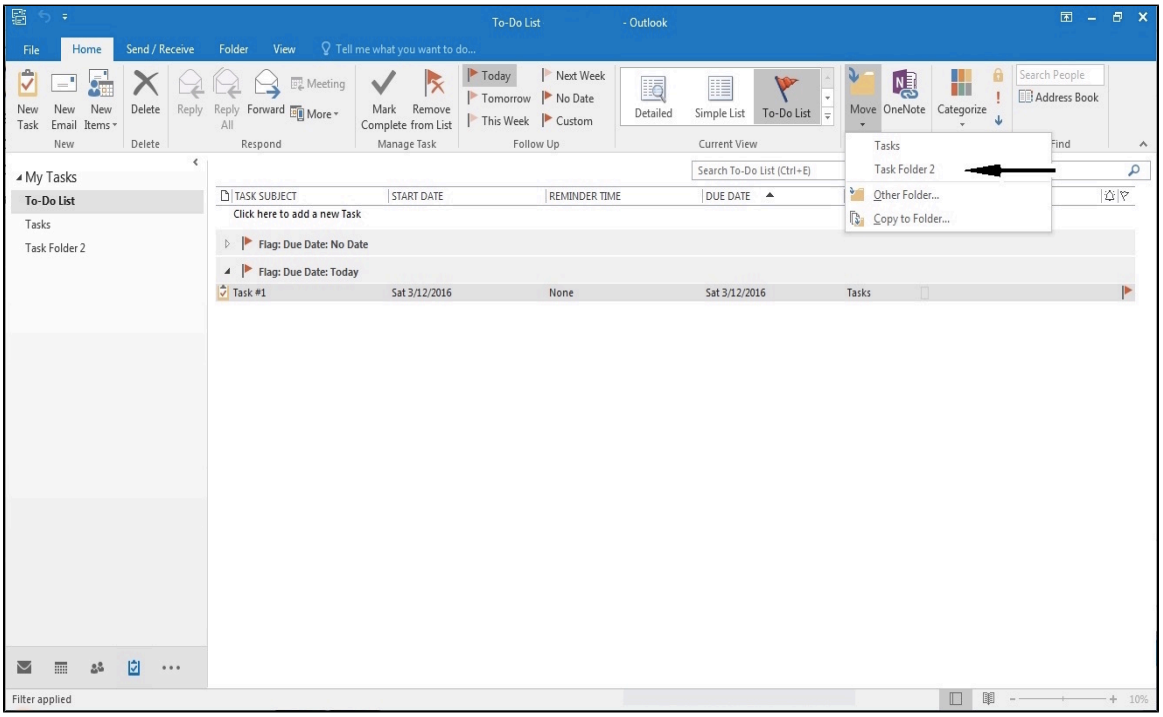
If you have multiple folders that hold tasks in Outlook 2016, you can move a task from one folder to another by clicking and dragging on the task or by using the Move menu in the Home ribbon.