

# Export Outlook Tasks to an Excel File

1. File, Export and Import...  
Export to a file, Next>



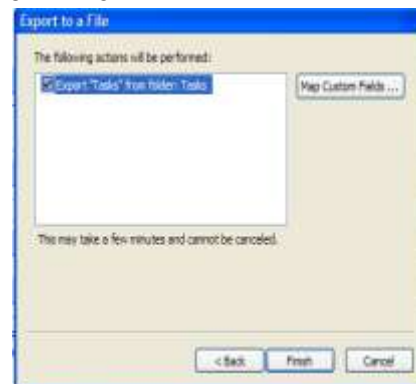
5. Next>



2. Microsoft Excel 97 – 2003, Next>



6. Finish



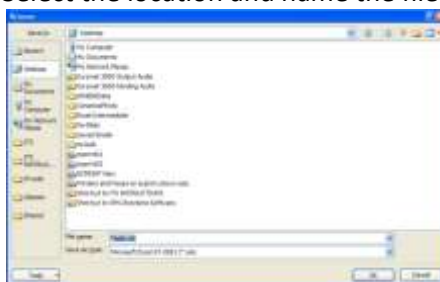
3. Select Tasks



7. Select the dates. Click OK



4. Click Browse  
Select the location and name the file. Click OK



8. Open the Excel File and resize columns.