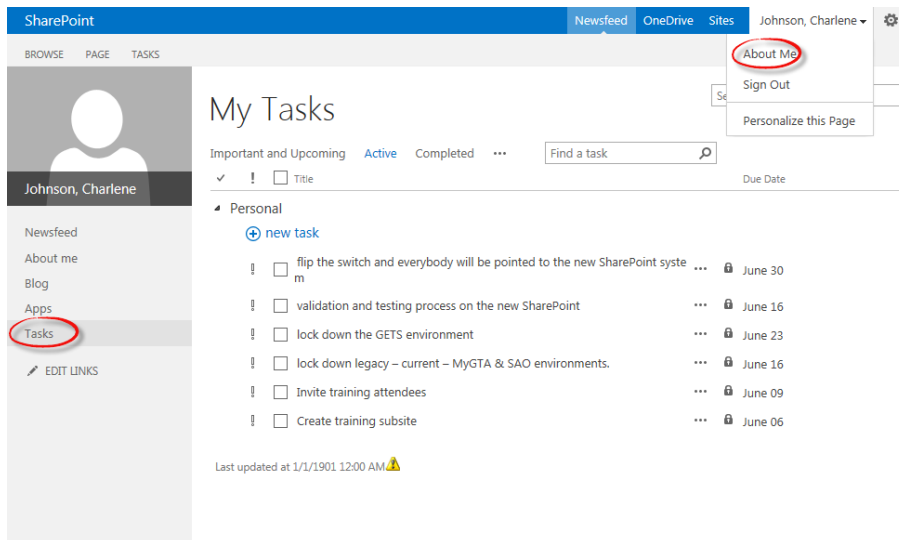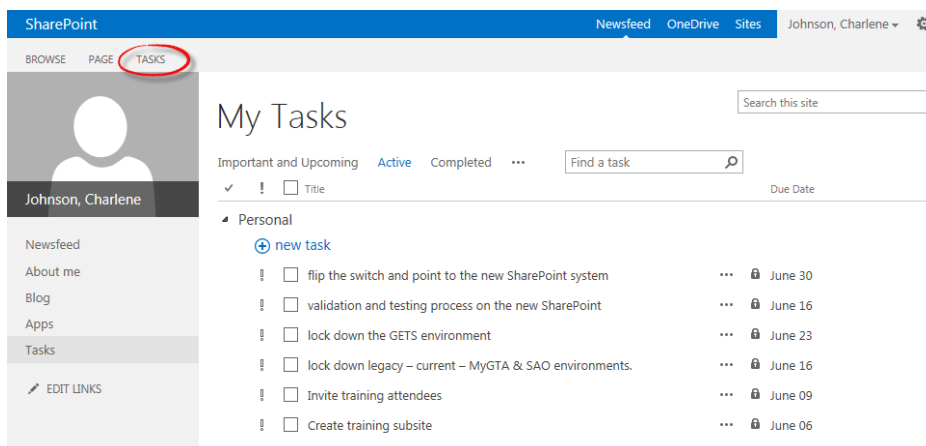# Sync Tasks With Outlook

MY TASKS

One of the important features in SharePoint is the ability to have an overview of the tasks assigned to a person. With SharePoint 2013, the source of the aggregation has diversified including now Project Server Tasks, SharePoint Tasks and Exchange Tasks , all these aggregated in the special "My Tasks" view in each user's personal site.
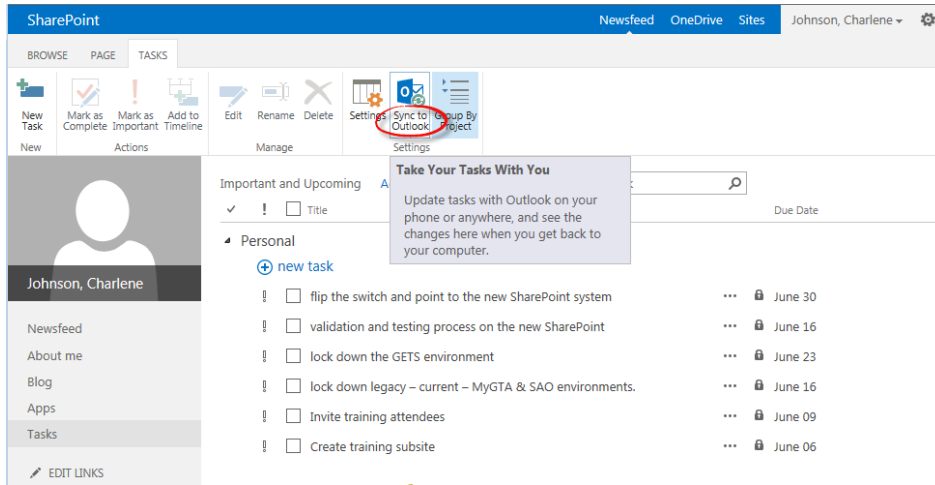
SYNC TASKS WITH OUTLOOK

1. Navigate to **About Me** and then click on **Tasks**

2. Click on the **Tasks** tab.

3. Click on **Sync to Outlook**.

4. Click **Sync task** check box and click **OK**