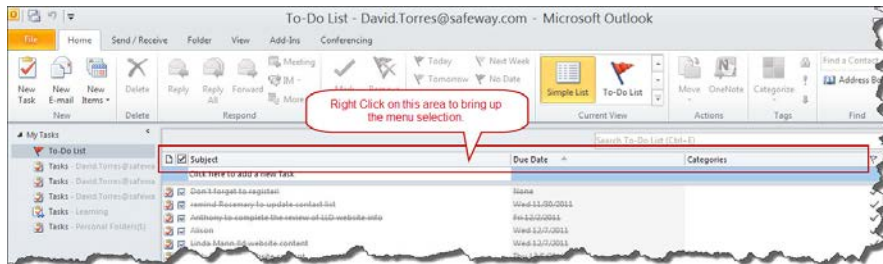


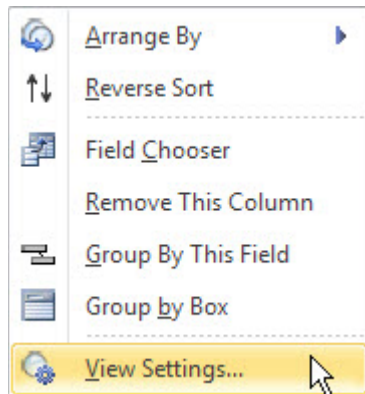
Display Days Left Before Task Needs Completion

Outlook doesn't offer a "Days Left" column by default but it is actually really easy to add this column as a custom column.

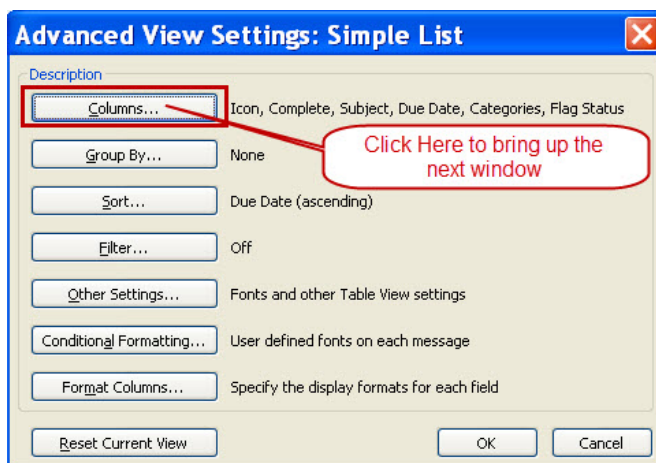


1. Right click any place in the area indicated in the red box to the left.

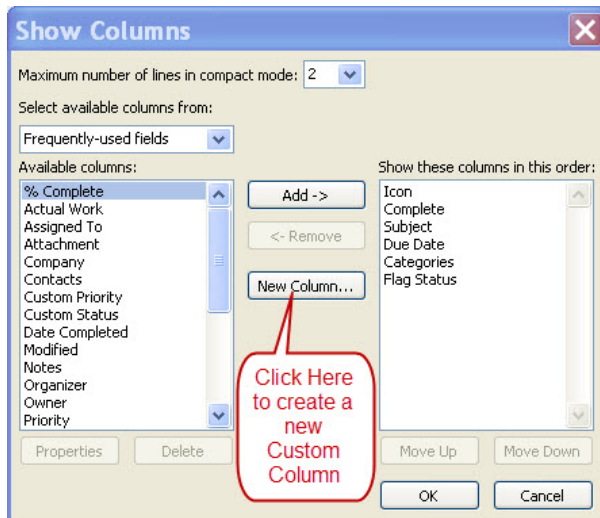
This will bring up the next Menu.



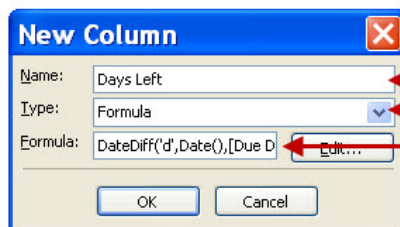
2. Click on the View Settings selection to move to the next screen



3. Click on the Columns button to move to the next window.



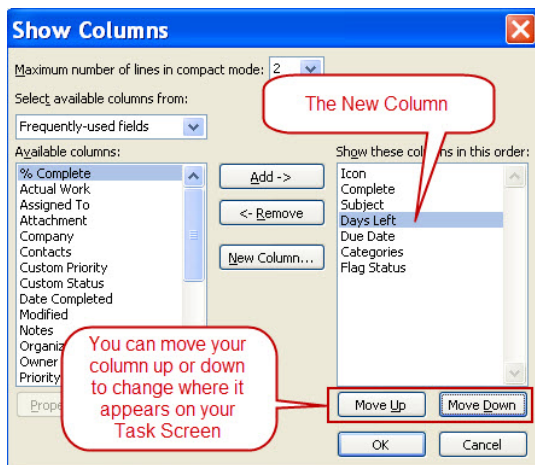
4. Click the New Column Button to move to the next window.



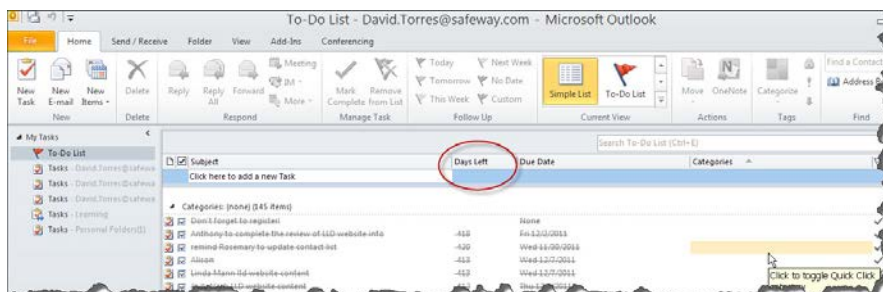
5. Name the Column

- DateDiff('d',Date(),[Due Date])
- Click OK

- Select Formula from the drop down
- Type in the Formula



6. Your New Column Is displayed and you can move it Up or Down to change where it displays on your Task List.
7. Click OK to accept your changes and go to the next window.
8. Click OK one last time.



The Task List with the new Column