

~~Flag mails~~ → Convert to Tasks



When do we flag?



... as a reminder to do something
... someone delegated a **Task** by mail

Don't Flag Emails



Tasks belong in the **Task folder**
Why create another task list in Inbox?

Convert Mails to Tasks



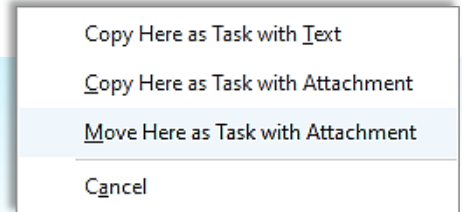
Right drag mails from Inbox to Tasks icon



Move Don't Copy



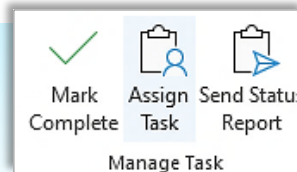
Single copy with attachments
"Single source of truth"



Delegate Task





Add a deadline
Delegate using **Assign Task**



To Do app



Free Microsoft **To Do** mobile app  
Tasks, Delegations & Planner Tasks

