

Outlook - Manage tasks in Kanban board

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Kanban is a project management system where you post cards of all project's tasks on a board. The board is divided into columns for each stage of execution (e.g., To Do, In Progress, Focus, Completed,...). Trello, DevOps, Jira, ... work that way.

Because all emails, calendar appointments and tasks are in Outlook there is no point duplicating tasks to a yet another application.

□

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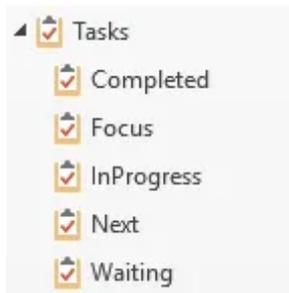
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Download

Go to url : <https://github.com/evrenvarol/outlook-taskboard> and download/extract the master.zip file. Allez à l'url ci-dessus et téléchargez/extrayez le fichier master.zip.

In Outlook

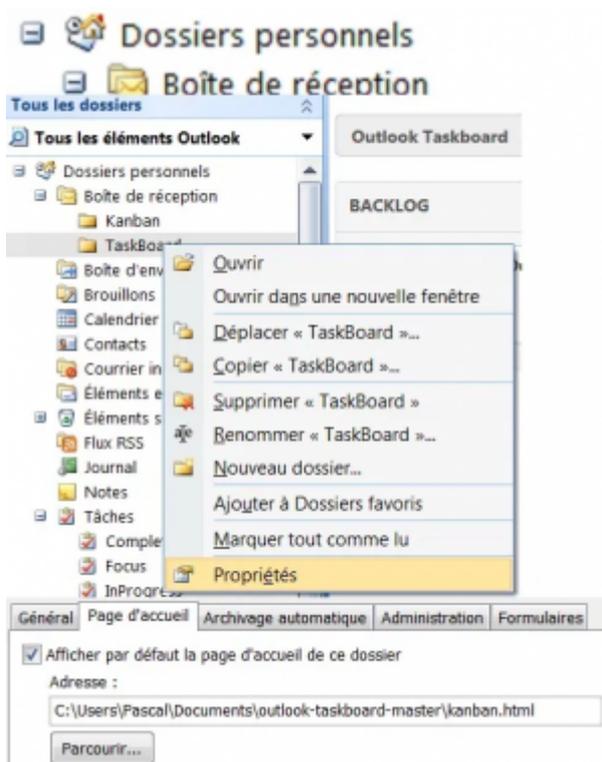
Create task folders : Inprogress, Focus, Next, Waiting, Completed as shown in below picture.



For Outlook Home page

Create another folder (of any type) and name it something like “Taskboard”.

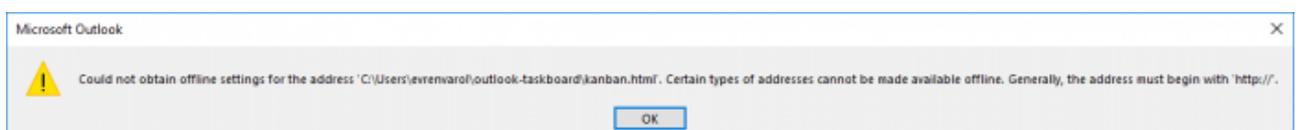
Right-click the folder, and then click Properties. Select the Home Page tab in the Properties dialog box.



In the Address box, browse to the folder you have just extracted the Taskboard files and select the kanban.html file.

Click to select the Show home page by default for this folder check box and then click OK.

If you receive above warning, simply click X icon to close both warning prompt and the Properties window.



Troubleshooting : Home Page tab is not visible

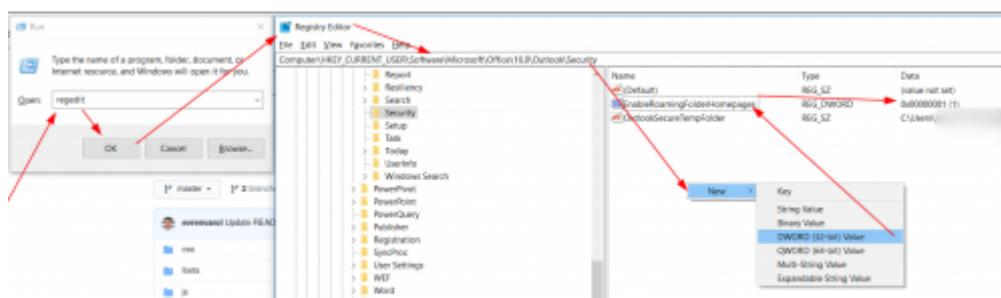
In newer versions of Outlook the Home Page tab is usually not visible in Outlook folder properties. This feature was disabled by default to limit security vulnerabilities. To re-enable this you need to add a new DWORD value in your windows registry settings.

For this please open the Registry Editor by

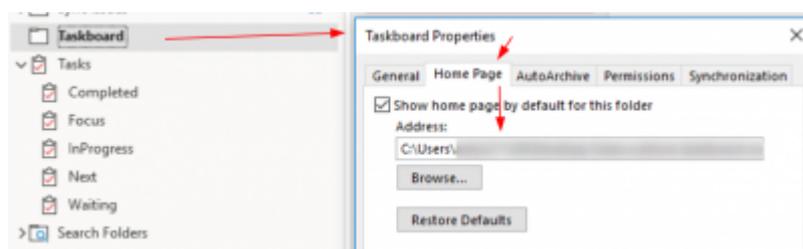
- pressing Windows + R,
- typing regedit and
- clicking OK.

Inside the Registry Editor

- open
Computer\HKEY_CURRENT_USER\Software\Microsoft\Office\<VERSION>\Outlook\Security,
- right click to add a new DWORD (32-bit) value,
- set the name EnableRoamingFolderHomepages and the value 1.



After this please close the Registry Editor and also close and re-open Outlook. The Home Page Tab should be available in the properties window of the folder now:

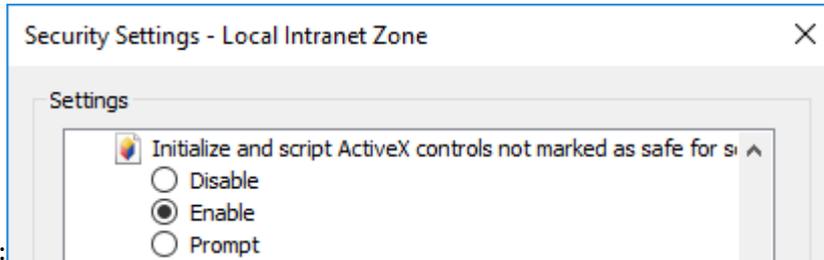


For more information please also have a look at :

<https://support.microsoft.com/en-us/office/outlook-home-page-feature-is-missing-in-folder-properties-d207edb7-aa02-46c5-b608-5d9dbed9bd04>

For Internet Explorer

- Open Internet Explorer and go to Tools > Internet Options > Security tab. Select the Local Intranet Zone and click on the Custom Level button. Ensure the "Initialize and script ActiveX controls not marked as safe for scripting" option is set to Enabled



- Double-click on the kanban-ie.html file to open the page in Internet Explorer.

On Win10, you will need to right click on the file, select Open With -> Internet Explorer to open the page in IE11. Otherwise it tries to open in Edge which is not supported.

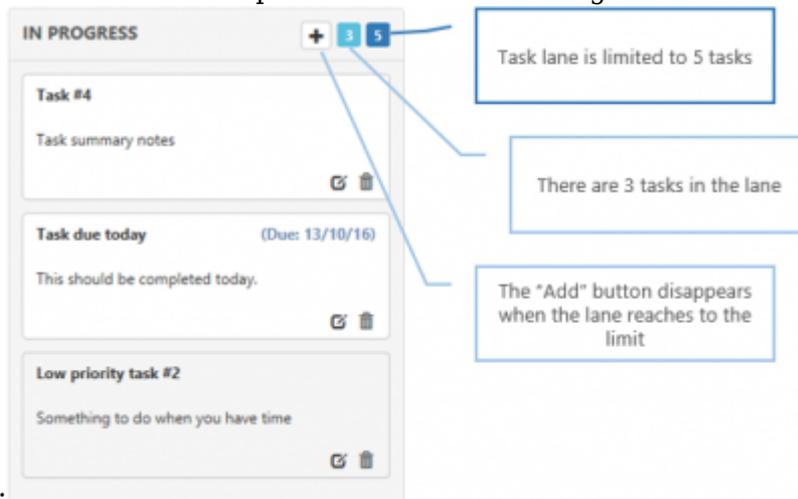
Advanced Setup

The configuration file (config.js) under the js folder can be edited to customise task lane limits, titles and some other settings.

Task Lane Folder Names and Titles

```
'FOCUS_FOLDER': { Name: 'Objectives-2016', Title: 'OBJECTIVES', Limit: 0, Sort: "[Importance]", Restrict: "[Complete] = false", Owner: '' },
```

- Task lane folders names can be customised by changing the Name value. (Do NOT change the folder identifier - i.e. FOCUS_FOLDER)
- The 'Title' value represents the title showing on the task lane.



```
'INPROGRESS_FOLDER': { Name: 'InProgress', Title: 'IN PROGRESS', Limit: 5, Sort: "[Importance]", Restrict: "[Complete] = false", Owner: ''},
'NEXT_FOLDER': { Name: 'Next', Title: 'NEXT', Limit: 0, Sort: "[Importance]", Restrict: "[Complete] = false", Owner: ''},
'FOCUS_FOLDER': { Name: 'Focus', Title: 'FOCUS', Limit: 0, Sort: "[Importance]", Restrict: "[Complete] = false", Owner: '' },
'WAITING_FOLDER': { Name: 'Waiting', Title: 'WAITING', Limit: 0, Sort: "[Importance]", Restrict: "[Complete] = false", Owner: '' },
```



```
// 0 = makes no notes appear on the each task card  
'TASKNOTE_EXCERPT': 200,
```

The TASKNOTE_EXCERPT value can be updated to change the number of characters shown in the task board view.

Note: If the default task template used to create the task, only the first part of the task notes are visible. (until first the '###' section).