How do I view an archived/deleted task?

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In the Task Center, you can manage your current as well as your archived tasks.
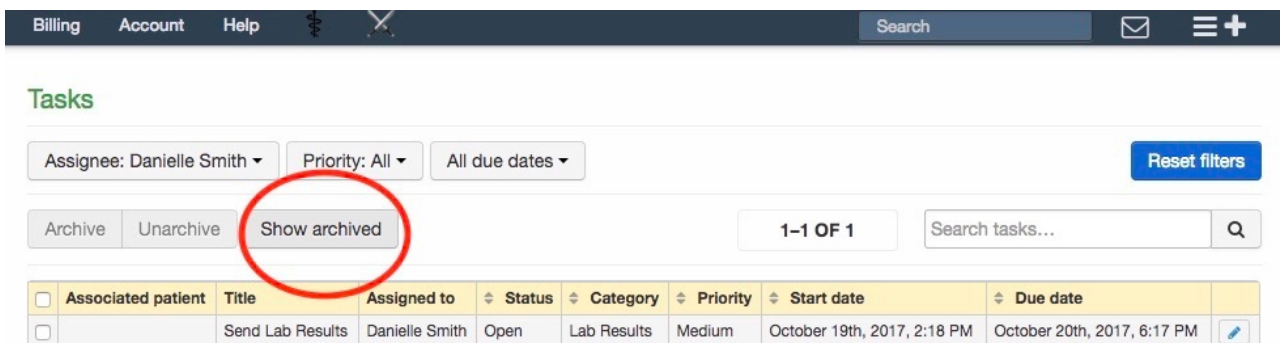
1. Click on the three stacked lines (

) on the far right side to enter the task center.

2. Ensure all filters are set correctly to show the archived task you would like to see. Select the **Show Archived** button. All of your archived/ deleted tasks will appear.

If you want to unarchive a task, you can by selecting the blue edit pencil (

) on the far right of the desired archived task.

Click the **Unarchive** button.

Select the back arrow and click the blue **Show Archived** button to take you back to your active tasks.

Click here for more information on How to Delete a Task.