

ACCEPTING AND DECLINING TASKS

When a Task request is received, it has to be either accepted or declined. Tasks are either accepted or declined in same way that a meeting is accepted or declined.

Accepting a Task

- ✦ Click the **Mail** link on the **Navigation Pane**.
- ✦ The **Task Request** will appear in the **Inbox**.
- ✦ Double-click the **Task Request**.
- ✦ The **Task** form will open.
- ✦ Click the **Accept** button on the toolbar.
- ✦ In the **Accepting Task** dialog box, leave the **Send the response now** option selected.
- ✦ Click **OK**.
- ✦ The **Task Form** will close.
- ✦ The **Task** request should disappear from the **Inbox**.
- ✦ The next message should be selected in the **Inbox**.
- ✦ The new **Task** will be added to the Tasks list.
- ✦ A notice of the acceptance will be sent to the requestor.

Declining a Task

- ✦ The Task Request will appear in the **Inbox**.
- ✦ To access the **Task Request**, click the **Mail** link on the **Navigation Pane**.
- ✦ Double-click the **Task Request**.
- ✦ The **Task** form will open.
- ✦ Click the **Decline** on the toolbar.
- ✦ In the **Declining Task** dialog box, leave the **Send the response now** option selected.
- ✦ Click **OK**.
- ✦ The **Task Form** will close.
- ✦ The **Task** request should disappear from the **Inbox**.
- ✦ The next message should be selected in the **Inbox**.
- ✦ The new **Task** will be added to the Tasks list.
- ✦ A notice that the Task has been declined will be sent to the requestor.