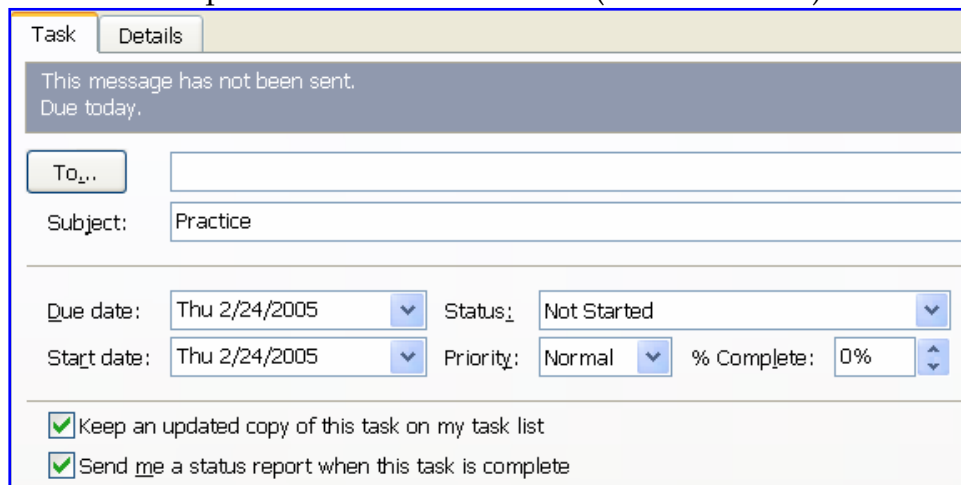


ASSIGNING AND TRACKING TASKS

With Outlook, it is possible to create a Task and then assign it to another person for completion. When a Task is assigned to another person, only that person can update the Task. However, it is possible to keep a copy of the Tasks in your Tasks list. When the Task is updated by the other person, it will also be updated on your Task list. It is also possible to specify that you want to receive status reports for the Task. Status reports are special e-mail messages that reflect the current status of a task.

Assigning the Task

- ✦ Click the **New Tasks** button on the toolbar.
- ✦ The **Untitled Task** form will appear.
- ✦ Input the information for the Task, such as the Subject, the Due Date, and the Start Date.
- ✦ On the toolbar, click the **Assign Task** button.
- ✦ The **Task Form** will be updated to include a **To** box (see illustration).



The screenshot shows the 'Task Details' form in Outlook. At the top, it says 'This message has not been sent. Due today.' Below this is a 'To...' field with a button next to it. The 'Subject:' field contains the text 'Practice'. There are four dropdown menus: 'Due date:' set to 'Thu 2/24/2005', 'Status:' set to 'Not Started', 'Start date:' set to 'Thu 2/24/2005', and 'Priority:' set to 'Normal'. A '% Complete:' field shows '0%'. At the bottom, there are two checked checkboxes: 'Keep an updated copy of this task on my task list' and 'Send me a status report when this task is complete'.

- ✦ In the **To** box, do one of the following:
 - ✦ Input an e-mail address for the person to whom the Task is to be assigned.
 - ✦ Click the **To** button to open the **Select Task Recipient** dialog box and then search for the person to whom the Task is to be assigned.
- ✦ The **Keep an updated copy of this task on my task list** is selected.
- ✦ If you don't want to keep a copy of the Task, click the check box to de-select it.
- ✦ The **Send me a status report when this task is complete** is also selected.
- ✦ Once again, click the check box to remove the check mark and de-select this option.
- ✦ In the **Comment** area, type a message to describe what is to be done with this Task.
- ✦ Click the **Send** button to send the Task to the other person.
- ✦ A message may appear notifying you that the Task Reminder has been turned off.
- ✦ Click **OK**, unless you want a reminder about the due date of this Task.
- ✦ The Task Request is sent.
- ✦ A reminder will be sent when the assignee accepts or declines the Task.
- ✦ If a Task is assigned to more than one person, it is not possible to keep a copy of the Task in your Task List.
- ✦ To be able to keep track of Tasks assigned to more than one person:
 - ✦ Create duplicate Tasks.
 - ✦ Assign each Task to one person.

Viewing Tasks Assigned to Others

- ✚ Click **View** on the **Menu Bar**.
- ✚ Point to **Arrange by**.
- ✚ Point to **Current View**.
- ✚ Click **Assignment** in this list.
 - ✦ The **Tasks** folder will show only the Tasks that have been assigned to others.
 - ✦ The **Subject**, **Owner**, **Due Date**, and **Status** columns are shown.
 - ✦ The **Folder Banner** indicates that the Tasks are filtered.
- ✚ In the **Tasks** list, click the Task assigned to the other person.
- ✚ Click the **Details** tab.
 - ✦ The **Details** tab is displayed.
 - ✦ As work on the Task progresses, any work-related information will be displayed in the header on this tab.
 - ✦ The same is true as the work is completed.
- ✚ Click the **Close** button.
- ✚ The **Tasks** form will close.
- ✚ The **Tasks** list will display.