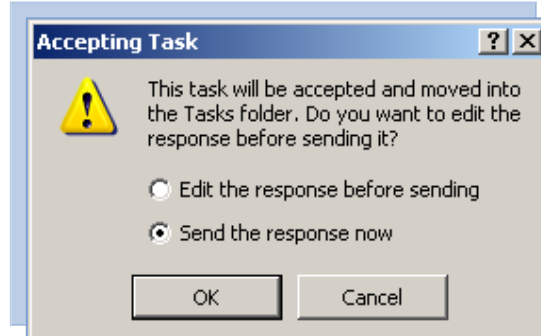


## Respond to Tasks Request

Tasks can be assigned to other people who have access to an Exchange Server. A Task Request is sent through email. This document explains the process of accepting or declining a Task Request.

### ACCEPT A TASK REQUEST

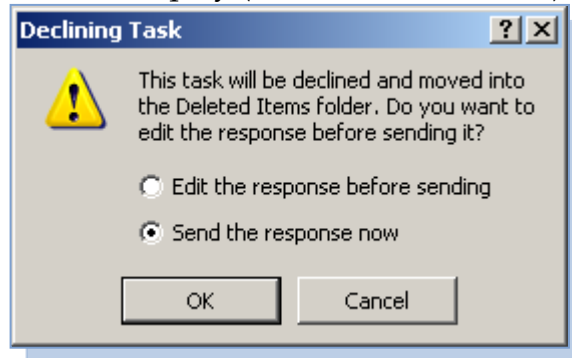
- ❖ Click **Inbox** in the **Navigation Pane**.
- ❖ Click the message for the Task.
- ❖ The **Subject Line** will contain the text, **Task Request**.
- ❖ Open the message in the **Inbox**.
- ❖ The **Task** window will display.
- ❖ To accept the Task, click the **Accept** button in the **Respond Group**.
- ❖ The **Accepting Task** dialog box will display (see illustration below).



- ❖ Choose one of the two options. These are:
  - Edit the Response Before Sending.
  - Send the Response Now.
- ❖ Click the **OK** button to accept the task and send the response.

### DECLINE A TASK REQUEST

- ❖ Click **Inbox** in the **Navigation Pane**.
- ❖ Click the message for the Task.
- ❖ The **Subject Line** will contain the text, **Task Request**.
- ❖ Open the message in the **Inbox**.
- ❖ The **Task** window will display.
- ❖ To decline the **Task**, click the **Decline** button in the **Respond Group**.
- ❖ The **Decline Task** dialog box will display (see illustration below).



- ❖ Click on one of the two responses. These are:
  - Edit the Response Before Sending.
  - Send the Response Now.
- ❖ Click **OK** to send the response.