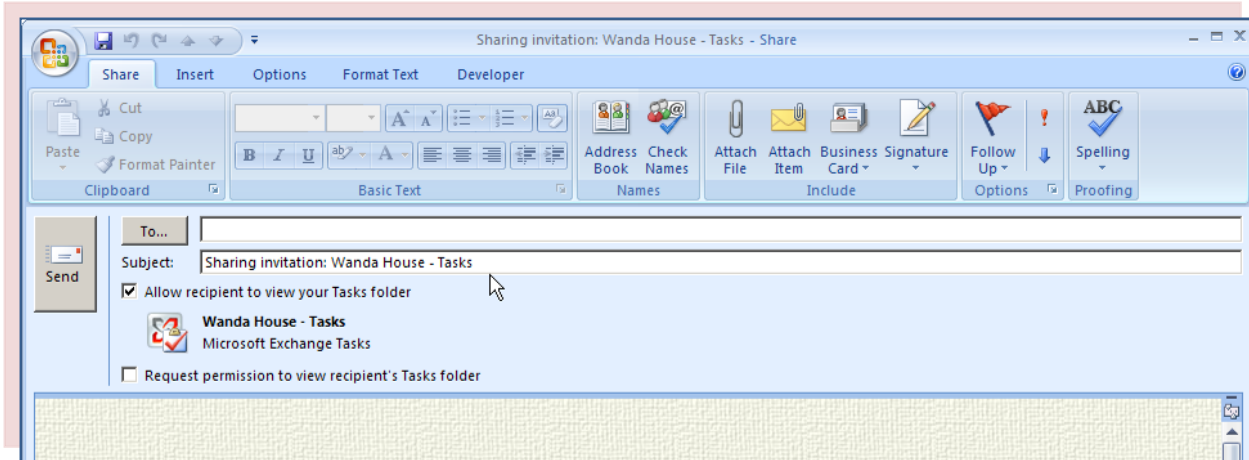


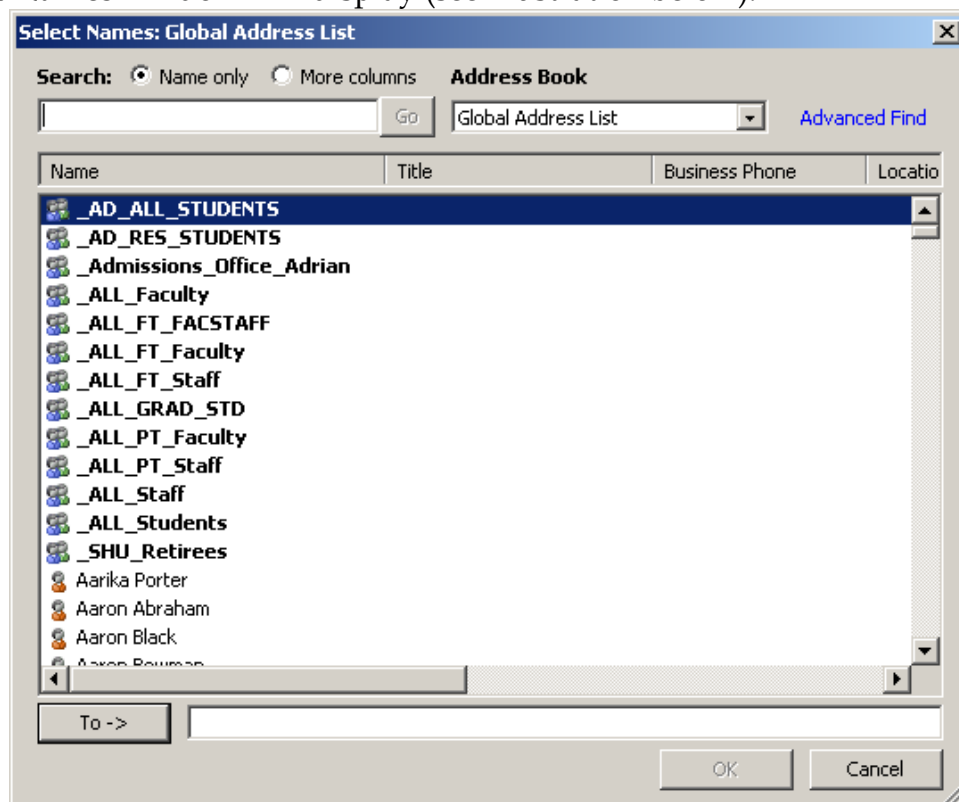
SHARING TASKS

It is possible to share your Tasks with any one who is on the Exchange Server network. If another network user shares his or her Tasks with you, it is possible for you to view the Task on your own computer. Your Task and the other person's Task will display side-by-side.

- ✚ Click on the **Tasks** button on the **Navigation Pane**.
- ✚ Do one of the following:
 - ✚ Click **File** on the **Menu Bar**, point to **Folder**, and then click **Sharing**.
 - ✚ Click the **Share my Tasks** link in the **Navigation Pane**.
- ✚ The **Sharing Invitation** window will display (see illustration below).



- ✚ Click the **To** button.
- ✚ The **Select Names** window will display (see illustration below).



- ✚ If the **Global Address List** option is not showing under **Address Book**, click the list and select that option.

- ✦ In the **Search** box, input a name for the recipient.
 - The name must be input exactly as it appears in the Global Address Book.
 - If it isn't input exactly the same, the name will not display.
 - ✦ A list of possible names will display.
 - ✦ Click the desired name.
 - ✦ Click the **To** button to add the name.
 - ✦ Click **OK** to exit the window and add the name to the message.
 - ✦ Select from one of the options displayed under **Subject**.
 - ✦ Allow recipient to review your Tasks folder.
 - ✦ Request permission to view recipient's Task folder.
 - ✦ Once all the options have been selected, click the **Send** button.
 - ✦ The **Invitation** will be sent to the recipient.
- NOTE:** Names can also be entered by typing the email address or person's name into the **To** box.