



How do I create a task?

1. Click Calendar in the folder list, then create a new task by clicking on the **New Task** button



or click the down-arrow in the New Task button to select a different task view.

2. Type a subject.
3. Type a priority for the task. The following are acceptable priorities: A1, C1, B, 3, and so forth. Task priorities are optional.
4. Select or type the date you want the task to begin and the date you want the task to be completed. You can enter the same date in both boxes.
5. Type a message.



6. Click the **Post** button
(Posted tasks are placed in your Calendar on the date you specified. They are not placed in your Mailbox or in any other user's Mailbox, the task is only posted to yourself.)

