

Assign a Task

In addition to creating tasks for yourself, you can also assign existing tasks or newly created tasks to others users.

To assign a new task to another user:

1. Display the tasks folder.
2. Open a new Task Request form:
 - On the toolbar, click the drop-down arrow to the right of the New button and select **Task Request**.
 - Right-click the tasks folder contents list and choose New Task Request.

Note: The Task Request form is similar to the Task form, except it includes “**To**” Line and a “**Send**” button. To assign an existing task, open the task you want to assign and click **Assign Task**.

3. In the **To** text box, enter the user’s name who you want to assign the task.
4. In the **Subject** text box, enter the task subject.
5. In the **Due Date** and **Start Date** text boxes, enter the desired dates, or click the drop-down arrows to select the dates from the calendar.
6. If necessary, from the **Priority** drop-down list, select the priority (Normal, Low or High).
7. If desired, type a message in the note area.
8. If desired, assign a category to the task.
9. If you want to keep an updated copy of the task on your task list or receive a status report when the task is complete, check the appropriate check boxes.
10. Click **Send**.