

Reply to a Task Request

To reply to a task request:

1. Display the contents of the Task Request:
 - In the Inbox, open the task request message.
 - Or, select the task request message and view the message in the Reading Pane.
2. Reply to the task request:
 - On the toolbar, click **Accept** to accept the task.
 - Or, on the toolbar, click **Decline** to decline the task.
3. Send the reply:
 - If you wish to add comments to the reply:
 - a. In the dialog box, select the **Edit The Response Before Sending Option**.
 - b. Click **OK**. A message form is displayed.
 - c. In the message form, type your comments.
 - d. Click **Send**.
 - Click **OK**.
4. If necessary, reclaim ownership of a declined task:
 - a. Open the Task Declined message.
 - b. Choose **Actions** → **Return To Task List**.
 - c. Close the message.

Note: Outlook reacts differently when a user **accepts** or **rejects** a task request. See the list below of what happens when a task request is accepted and declined.

If You	What Happens
Accept	A message is sent to the person who assigned the task, notifying them that the task was accepted.
	You become the new owner of the task. You will be the only one who can modify the task information.
	The task request is moved from your Inbox to your Tasks folder.
	You may be expected to send updates about the task progress to the person who assigned the task, if this was specified in the task request.
Decline	The task request is returned to the person who sent it.
	The task request message is deleted from your mailbox.

Note: If you wish to reassign a task that someone assigned to you, open the task request choose **Actions** → **Assign Task**, and address the new task request to the person who you want to assign it to.