

## **Send a Task Update**

To update task information and send a task update:

1. Open the task to be updated.
2. In the task form, enter the updated information. Any previously entered information can be modified and new information added.

**Note:** To view who will receive updates, select the **Details** tab. The Update List line displays the user name of who will receive updates.

3. On the task request toolbar, click **Save** and **Close**. A task update is automatically sent to anyone on the update list.

## **Task Options**

As with Calendar options, you can modify task settings:

1. Choose **Tools** → **Options** to display the Options dialog box.
2. **On the Preferences tab, in the Tasks section, click** Task Options to display the Task Options dialog box.
3. Under Task Options, modify the desired task options.
4. Click **OK**, to close any open dialog box.