

Track Assigned Tasks

Just because you delegate a task to someone does not mean your responsibility ends. So even though you assigned a task to someone else, you will probably still want to keep track of who you assigned it to and the progress on the task. To track assigned tasks:

1. Open and then close a task update message to automatically transfer the update information to your Tasks folder.
2. Display the Tasks folder.
3. From the Navigation Pane, under Current View, select Assignment. Tasks that you have assigned to other users are displayed.
4. Double-click the task that you want to track to open it. The InfoBar shows the date of the last update for this task. The information in the task form reflects this update.

Note: Select the Details tab for additional information about the task.

Share Task Information with Other Users

You can share task information with other users in the same way that you shared notes and contacts – by forwarding the item in a mail message. To share task information with other users:

1. Display the Tasks folders.
2. **Right-click** the task icon and choose **Forward**. A new message form opens. The task is inserted as an attachment and the task name is displayed in the subject line.
3. **Send** the message.