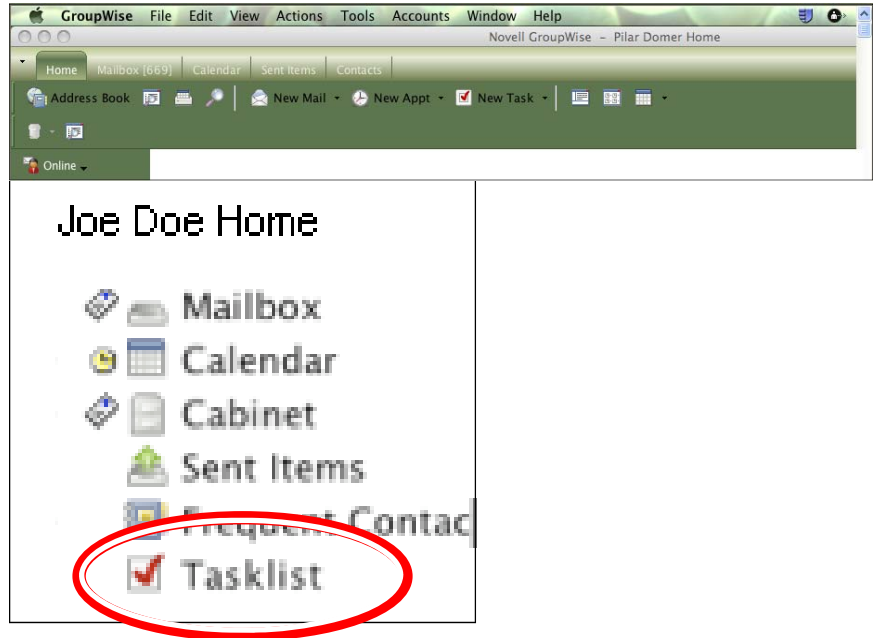


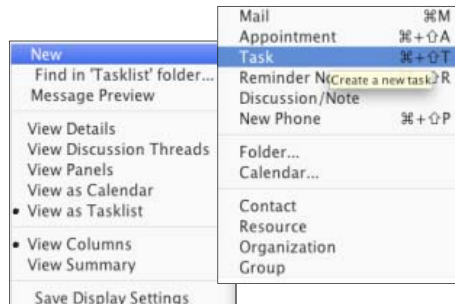
Tasklist Replaces the Checklist Folder in GroupWise 8

Creating a **Task** in the **Tasklist** folder:

- Open the **Tasklist** folder.



- Click **New Task** to create a new task to assign to other people.



- Specify the **start and due dates**.
- Type a **subject**, then type the **description** of the task.
- Click **Send**.

