

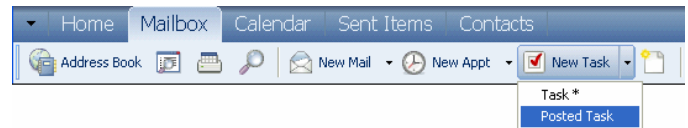
Tasks and **Reminder Notes** are used in GroupWise to organize your work. You may assign a task or share a reminder with others. A Task or Reminder Note that is not assigned or shared with others is called a **Posted Task** or **Posted Reminder Note**.

Posted Tasks



To create a Posted Task:

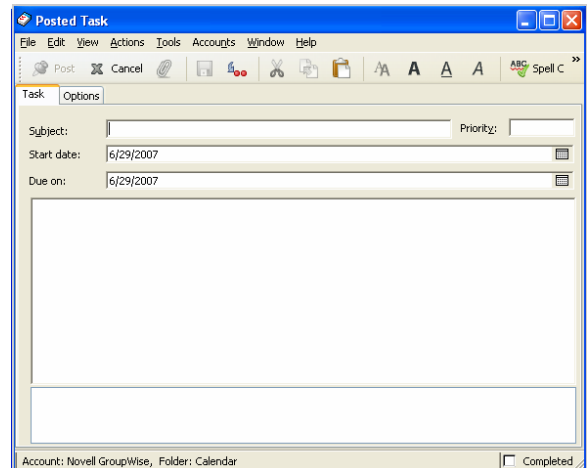
- Click on the dropdown arrow to the right of the **New Task** button in the main toolbar.
- Click on **Posted Task**.

A *Posted Task* window will appear.



A *Posted Task* allows you specify information such as: **Subject, Priority, Start & Due Dates**, and also a **Message**.

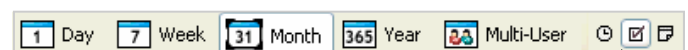
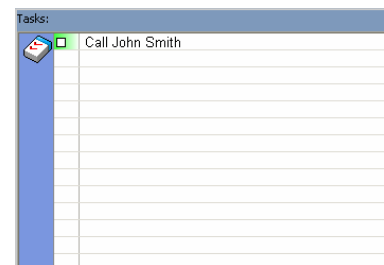
- Type the information you want to include in the appropriate fields.
- You may also use the calendar button  to specify either the *Start* or *Due Dates*.
- Click on the  button to save and post your task and close the window.



Posted Tasks appear in the task list in the **Day View** of the calendar. You may choose whether to view or not view *Posted Tasks* in **Week** or **Month Views**.

To toggle the view of *Posted Tasks* on and off :

- Click the **Show/Hide Tasks** button on the *Calendar* toolbar.



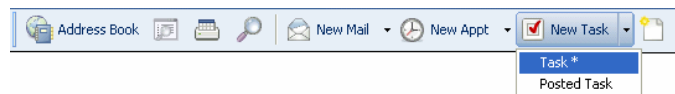
Show/Hide Tasks

Tasks Assigned to Others



To create a Task assigned to others:

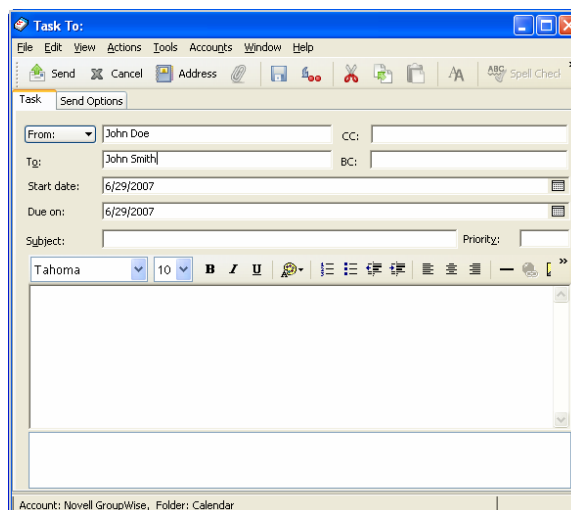
- Click on the dropdown arrow to the right of the **New Task** button in the main toolbar.
- Click on **Task***.

A *Task To* window will appear.



A *Task* differs from a *Posted Task* in that you can send the task to one or more recipients. You may specify *To*, *CC*, and *BC* recipients. Like the *Posted Task* window, the *Task To* window allows you specify information such as: **Subject, Priority, Start & Due Dates**, and also a **Message**.

- Type the information you want to include in the appropriate fields.
- You may also use the calendar button to specify either the *Start* or *Due Dates*. 
- Click the  button to save and post your task and close the window.

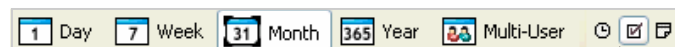


Note: You may specify recipients using the *Address Selector* method or by manual entry.

Tasks appear in the task list in the **Day View** of the calendar. You may choose whether to view or not view *Tasks* in **Week** or **Month Views**.

To toggle the view of *Tasks* on and off :

- Click the **Show/Hide Tasks** button on the *Calendar* toolbar.




Show/Hide Tasks

When a recipient receives a task it will appear in his mailbox. The recipient then has the choice to accept or decline the task. If accepted, the task will appear in the recipient's task list.

Posted Reminder Notes

There are two types of reminder notes: those for your own personal use are called **Posted Reminders** and those you send to others are referred to as **Reminders**.

To create a personal note:

- Click the **Calendar** tab.
- Click on the  button to see the **Day View**.


The *Notes* list is shown in this view.

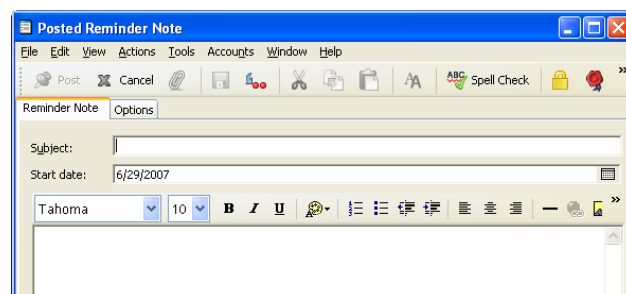
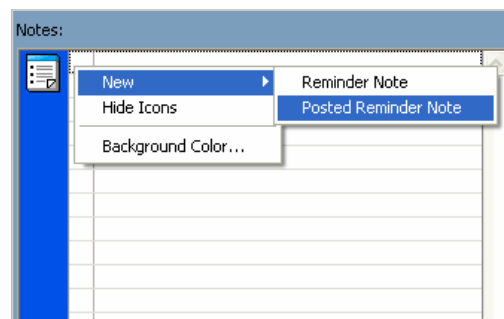
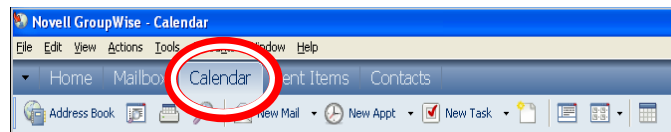
- Right click on a blank line of the **Notes** list.

A popup menu appears.

- In the popup menu select the **New > Posted Re-
minder Note** menu item.

A *Posted Reminder Note* window appears.

- Enter the **Subject**, **Date**, and text body of the note.
- When finished click on the  button to close the window and post the note to the specified date.



Reminder Notes Sent to Others

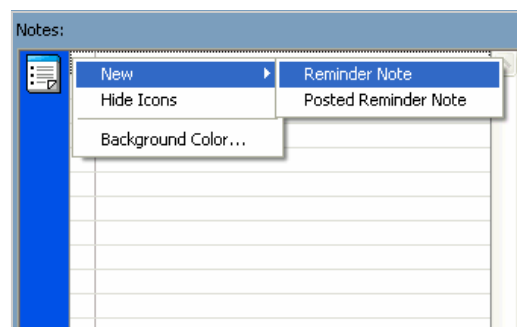
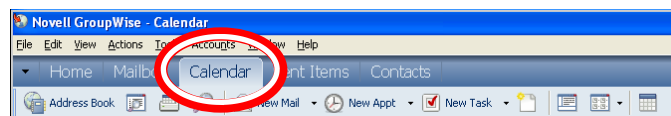
To send a reminder note:

- Click on the **Calendar** tab.
- Click on the  button to see the **Day View**.

The *Notes* list is shown in this view.


- Right click on a blank line of the **Notes** list. A popup menu appears.
- In the popup menu select the **New > Reminder Note** menu item.

A *Reminder Note To* window appears.



- Enter the **subject**, **date**, text body, and **To:** of the note.

Note: You can specify multiple recipients using the *Address Selector method* or by *Manual Entry*

- When finished click the  button to close the window and send the note.

When a recipient receives a note it will appear in his mailbox. The recipient then has the choice to accept or decline the note. If accepted: the task will appear in his note list.

