


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**.

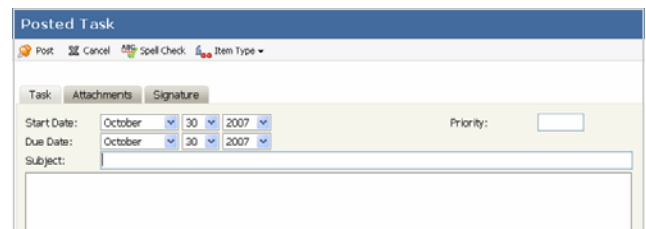
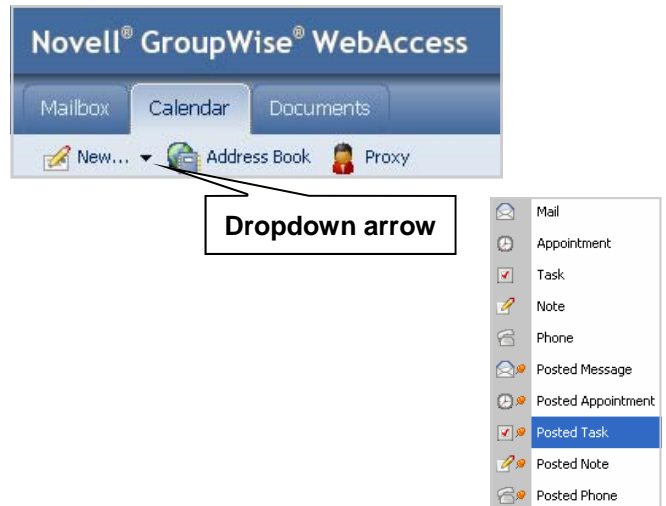
Posted Tasks

To create a Posted Task:

- Click on the dropdown arrow to the right of the **New** button in the main GroupWise window.
- In the menu that appears 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**.

- Use the dropdown menus to select *Start* and *Due* dates.
- Type a *Subject* and any desired text pertaining to the task.
- Click on the  button to save and post your task and close the window.



Tasks	
Subject	Due Date
<input type="checkbox"/> Call John Smith	10/30/07

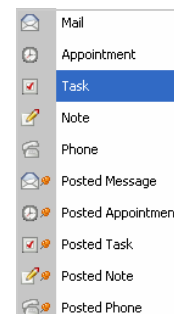
Posted Tasks appear in the task list in the **Day** and **Week** views of the calendar.


Tasks Assigned to Others

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**.

To create a Task assigned to others:

- Click on the dropdown arrow to the right of the **New** button in the main GroupWise window.
- In the menu that appears click on **Task**. A *Task* window will appear.



- Use the dropdown menus to select *Start* and *Due* dates.
- Type a *Subject* and any desired text pertaining to the task.
- When finished click on 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** and **Week** views of the calendar.

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.

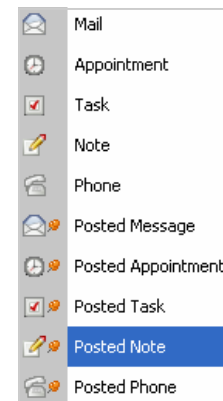
Posted Reminder Notes


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

To create a personal note:

- Click on the dropdown arrow to the right of the **New** button in the main GroupWise window.
- In the menu that appears click on **Posted Note**.

A *Posted Note* window will appear.




- Use the dropdown menu to select *Start* date.
- Type a *Subject* and any desired text pertaining to 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 dropdown arrow to the right of the **New** button in the main GroupWise window.
- In the menu that appears click on **Note**.

A *Note* window will appear.

- Use the dropdown menus to select *Start* date.
- Type a *Subject* and any desired text pertaining to the note.
- When finished click on the  **Send** button to save and post your note and close the window.

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

Notes appear in the note list in the **Day** and **Week** views of the calendar.

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 note will appear in the recipient's note list.

