

ACCEPT AND DECLINE TASKS

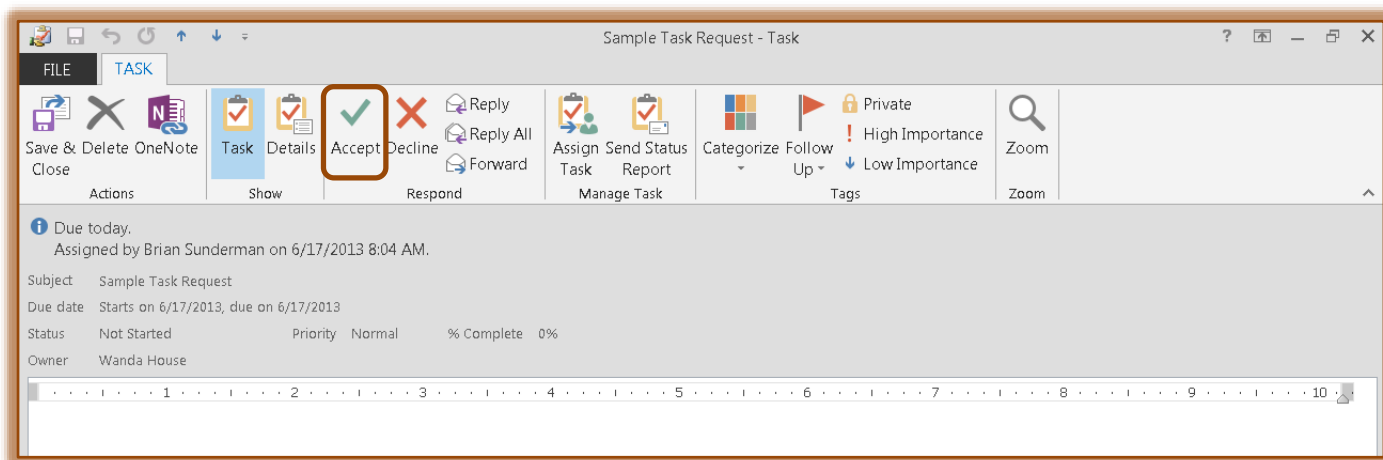
When a Task request is received, it has to be either accepted or declined. Tasks are either accepted or declined in the same way that a meeting is accepted or declined.

Accept a Task

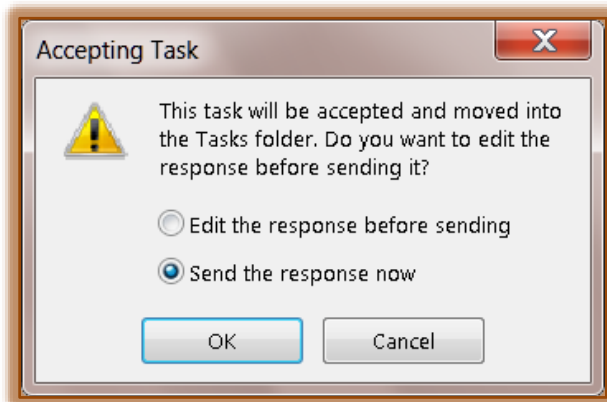
- ✦ Click the **Mail** link at the bottom of the **Folder Pane**.



- ✦ The **Task Request** will appear in the **Inbox**.
- ✦ Double-click the **Task Request**.
- ✦ The **Task** window will open (see illustration below).



- ✦ Click the **Accept** button in the **Respond Group**.
- ✦ In the **Accepting Task** dialog box (see illustration below), leave the **Send the response now** option selected.



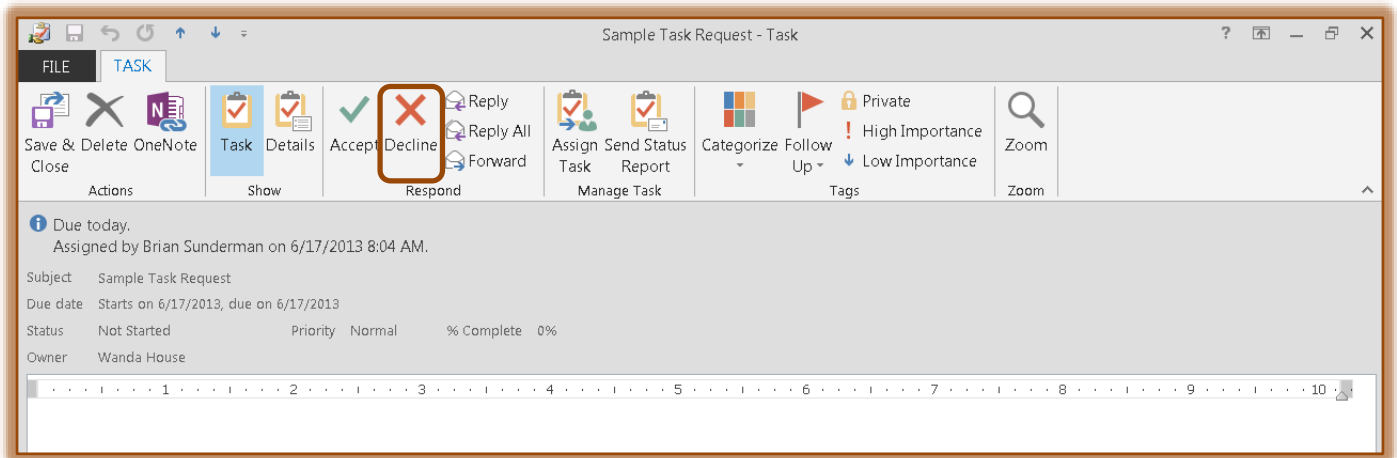
- ✦ Click **OK**.
- ✦ The **Task Form** will close.
- ✦ The **Task** request should disappear from the **Inbox**.
- ✦ The next message should be selected in the **Inbox**.
- ✦ The new **Task** will be added to the **Tasks** list.
- ✦ A notice of the acceptance will be sent to the requestor.

Decline a Task

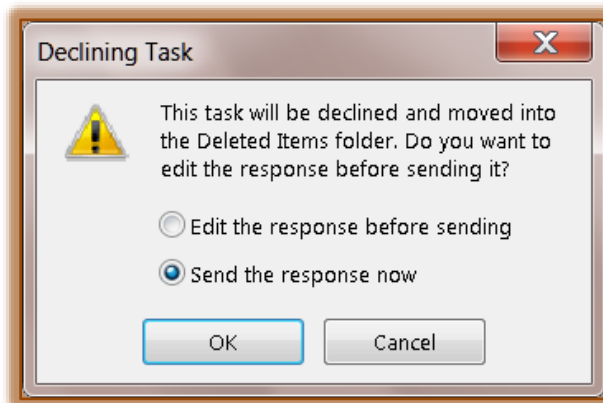
- ✦ Click the **Mail** link at the bottom of the **Folder Pane**.
- ✦ The **Task Request** will appear in the **Inbox**.



- ✦ Double-click the **Task Request**.
- ✦ The **Task** window will open (see illustration below).



- ✦ Click the **Decline** button in the **Respond Group**.
- ✦ In the **Declining Task** dialog box, leave the **Send the response now** option selected.



- ✦ Click **OK**.
- ✦ The **Task Form** will close.
- ✦ The **Task** request should disappear from the **Inbox**.
- ✦ The next message should be selected in the **Inbox**.
- ✦ A notice that the Task has been declined will be sent to the requestor.