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.