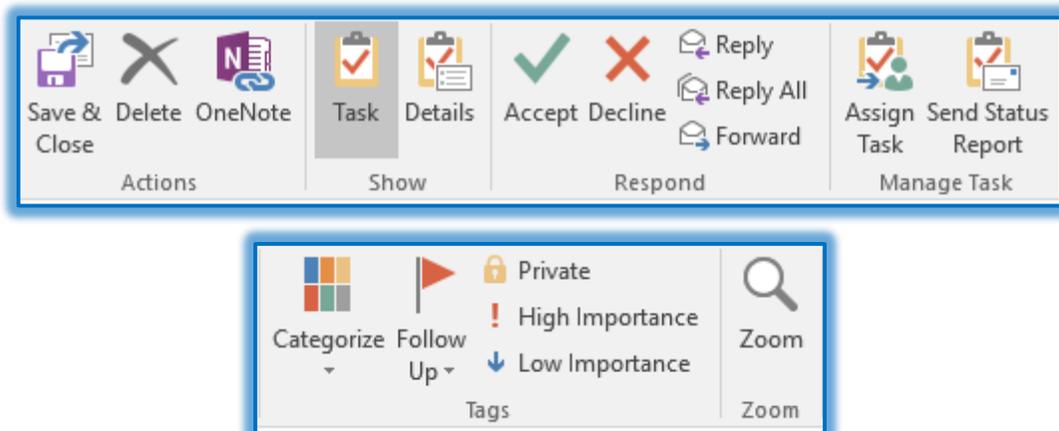# Tasks Accept-Decline Request Ribbon

This ribbon is used when a message is sent for a task. The table below provides a description of each of the groups and buttons on this ribbon.

Group/Button	Description
Actions Group	
Save & Close	Once the information has been entered into the Task record, click this button to save the Task and close the window.
Delete	This button is used to delete the Response Message from the Email window.
One Note	When this button is clicked, Task notes can be created in OneNote. OneNote is a program that comes with the Microsoft Office Suite of Programs.
Show Group	
Task	Use this button to display the Task Page. This page is used to view or edit the primary information for the task.
Details	To view or edit secondary information for the task, click this button.
Respond Group	
Accept	Click this button to accept the task. A dialog box will display asking whether to send a message along with the acceptance.
Decline	This button is used to decline the task. A dialog box will display asking whether or not to send a message when declining the appointment.
Reply	Click this button to reply to the sender of the message.
Reply to All	This button is used to reply to the sender and all recipients of the message.
Forward	To send this message to someone other than the sender or the other recipients, click this button.
Manage Task Group	
Assign Task	Use this button to assign this task to someone else. The Assign Task window will display when the button is selected.
Send Status Report	When a report regarding the status of the task is requested, click this button. An email message will be sent with the status displayed.

Group/Button	Description
Tags Group	
Categorize	This button is used to select a category for the current Task. A list of categories will display. Click the All Categories link to display additional categories or to add a new category.
Follow-Up	Use this button to set a flag to be reminded to follow up later on the selected Task. There are several different types of flags available, such as one week, two weeks, or tomorrow.
Private	When the private button is clicked, the Task cannot be seen by others who have access to your Task area.
High Importance	Use this button to mark this task as being highly important.
Low Importance	Click this button to flag a task as being of low importance.
Zoom Group	
Zoom	When this button is selected, the Zoom dialog box will display. This dialog box can be used to change the Zoom level of a Task.