SHARE TASKS

It is possible to share your Tasks with any one who is on the Exchange Server network. If another network user shares his or her Tasks with you, it is possible for you to view the Task on your own computer.

- Click the Tasks link at the bottom of the Folder Pane (see illustration below).
- If the Task Button isn’t visible at the bottom of the window:
  - Click the More Button.
  - Select Tasks from the list that appears.

- Click the Folder Tab.
- In the Share Group, click the Share Tasks button.
- The Sharing Invitation window will display (see illustration below).

- Click the To button.
- The Select Names window will display (see illustration on next page).
  - If the Global Address List option is not showing under Address Book, click the list and select that option.
  - In the Search box, input a name for the recipient.
    - The name must be input exactly as it appears in the Global Address Book.
    - If it isn’t input exactly the same, the name will not display.
  - A list of possible names will display.
  - Click the desired name.
  - Click the To button at the bottom of the window to add the name.
  - Click OK to exit the window and add the name to the message.

- Select from one of the options displayed under Subject.
- Allow recipient to review your Tasks folder.
- Request permission to view recipient’s Task folder.
Once all the options have been selected, click the **Send** button. The **Invitation** will be sent to the recipient.

**NOTE:** Names can also be entered by typing the email address or person’s name into the **To** box. To check the **Name** for accuracy, click the **Check Names** button in the **Names Group**.