

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**.



✦ If the **Task Button** isn't visible at the bottom of the window:

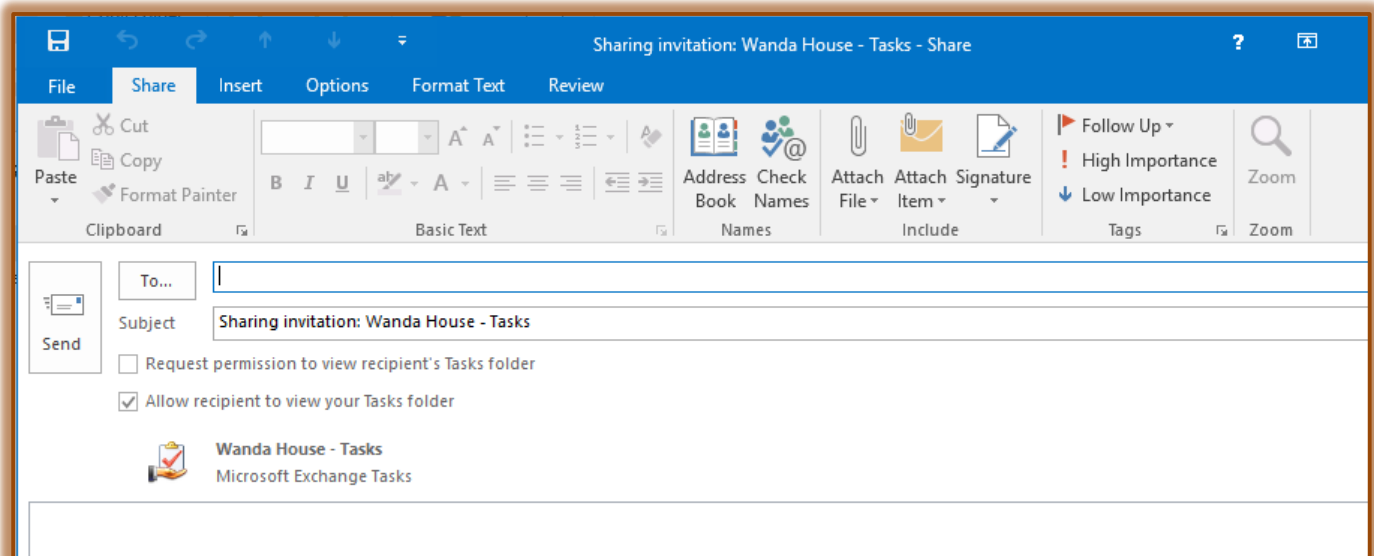
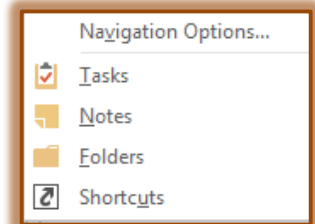
✦ Click the **More Button**.

✦ 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.



✦ Click the **To** button.

✦ The **Select Names** window will display.

✦ 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.

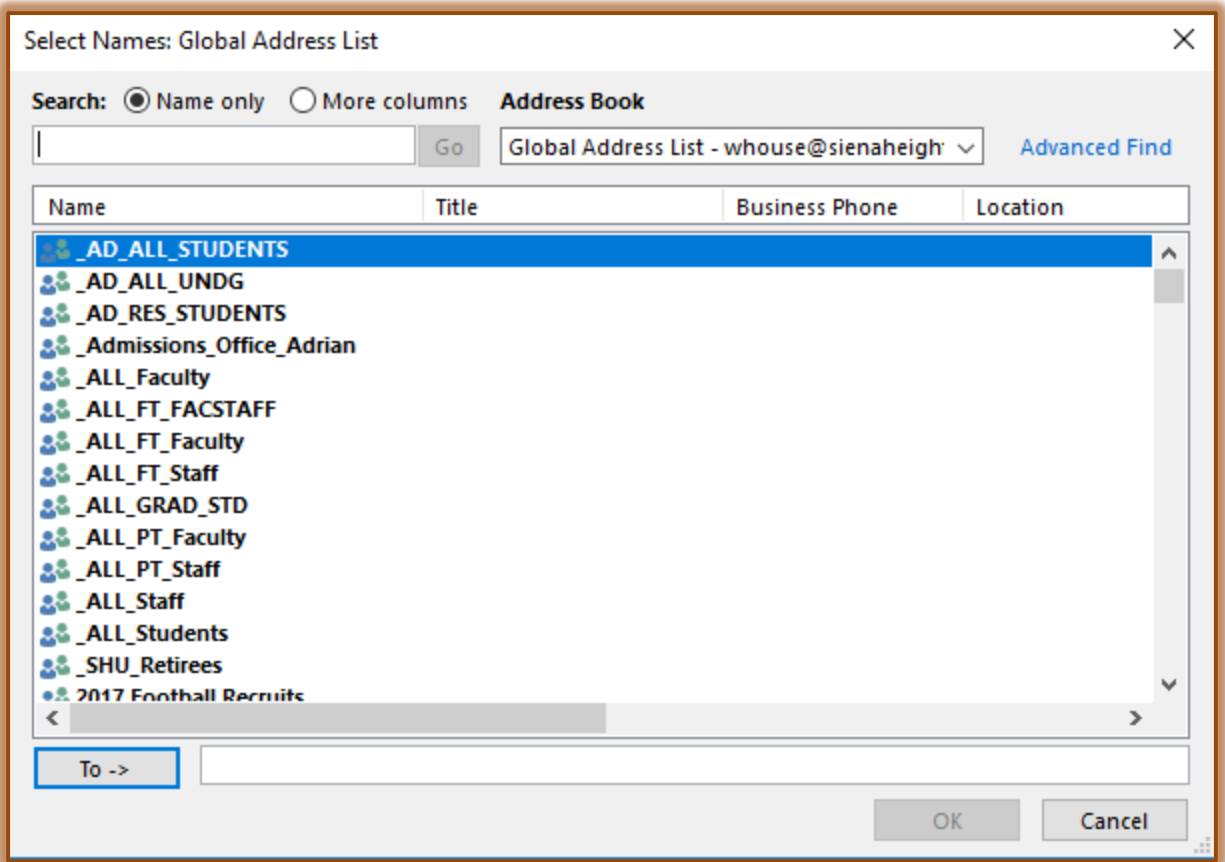
■ If it isn't input exactly the same, the name will not display.

✦ A list of possible names will display.

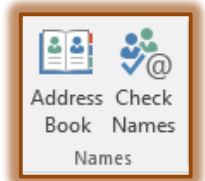
✦ Click the desired name.

✦ 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**.