

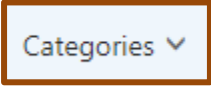
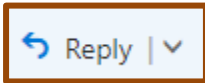
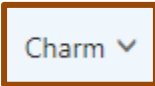
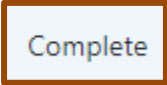


TASKS TOOLBARS


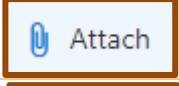

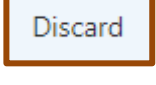
The Tasks toolbar provides options for creating new tasks, deleting Tasks, or adding a category to the Task. The table below illustrates and describes each of the buttons on this toolbar.

TASKS TOOLBAR

Button	Description
New	 To create a new Task click this button. The Add Task window will display.
Delete	 Click this button to move a Task to the Deleted Items folder.
Categories	 Click this button to assign a Category to the Task. Click the Category to select it. To add new categories, click the Manage Categories link. Click the Other Categories link to see additional categories. Both of these options appear at the end of the list of Categories.
Reply	 When an email message is turned into a Task, this button will appear on the toolbar instead of the Charm button. This will allow you to reply to a message directly from the Task
Charm	 To apply a Charm icon to the Task, click this button. A gallery of different charms will display.
Complete	 This button is used to mark the selected Task as completed. If you accidentally click this button, click the check box next to the Tasks to unmark the Task.

NEW TASK TOOLBAR

This toolbar is located at the top of the Add Message window. It is used to perform different operations within the window, such as saving a Task.

Button and Image	Description
Save	 To save a Task and close the Task window, click this button.
Attach	 This button is used to attach a file, such as a Word document, to an appointment.
Charm	 To apply a Charm icon to the Task, click this button. A gallery of different charms will display.
Discard	 Select this button if you decide that you do not want to add this Task. A confirmation dialog box will display. Click the Discard button to remove the Task or the Back button to return to the Add Task window.