

## GroupWise: Sending Tasks

- Pull down the FILE menu and go to NEW.
- Scroll over and select TASK.
- Fill in the necessary fields.
- Send message.

Task To: [Send] [Cancel] [Address] [Attach]

File Edit View Actions Tools Window Help

Task | Send Options

From: Laura Oakes CC: [ ]

To: [ ] BC: [ ]

Start date: 12/5/2008

Due on: 12/5/2008

Subject: [ ] Priority: [ ]

Message: [ ]

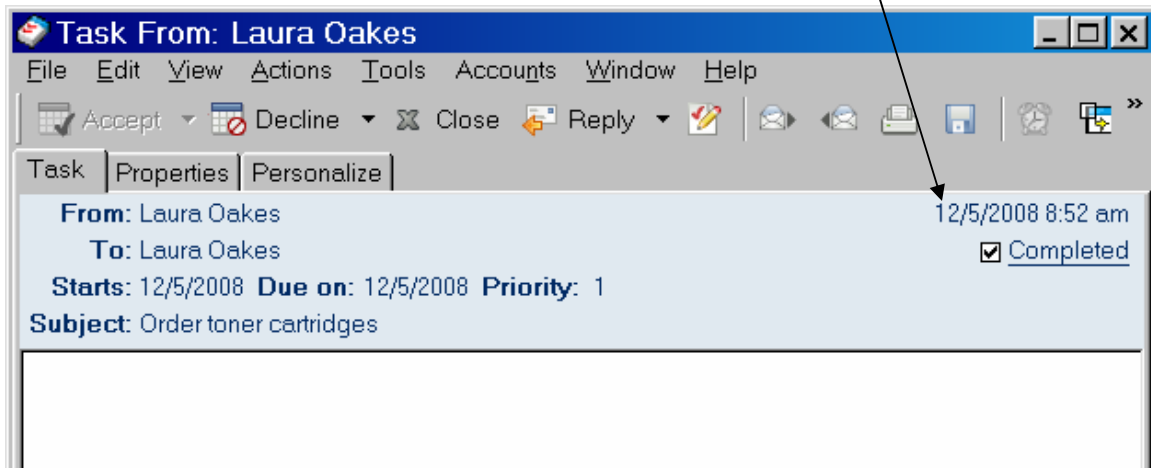
[Send] [Cancel] [Address] [Attach]

Account: Novell GroupWise, Folder: Calendar

- A task will have a red check instead of an envelope in the GroupWise mailbox. Each day the task will move to the top of your mailbox until completed.

Mailbox		
	From	Subject
<input checked="" type="checkbox"/>	Laura Oakes	Order toner cartridges
<input type="checkbox"/>	Heather Emory	Accessing home email
<input type="checkbox"/>	John jordan	Internet Redevelopment Committee

- Once your task is completed, click in the **COMPLETED** box.



- The task will move from your mailbox to your calendar.
- It will automatically post to the calendar on the date that you completed the task.