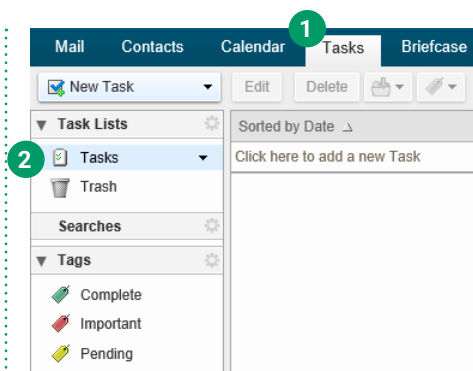


Task Lists User Guide

The Task List feature lets you create to-do lists and manage tasks through completion. You can add tasks to the default task list, and you can create other Task Lists to organize your to-do lists by more specific activities, such as by work or personal projects.

How to Create a Task List

When you create a new task, you will select a Task folder, also referred to as Task List, for which to track the task. By default, the Tasks List gives you a list view of all your tasks in the Tasks folder. You can create different Task Lists, in addition to the default Task List, and configure the lists to synchronize with the tasks from a remote iCal To Do list.



- 1 Go to the **Tasks** page.
- 2 In the overview pane, click the **Tasks** gear icon and select **New Task List**.

- 3 Enter a Name and select a Color for the new Task List. To **Synchronize tasks from a remote service**, select the check box and enter the URL.

- 4 Click **OK**. The Task List is displayed.

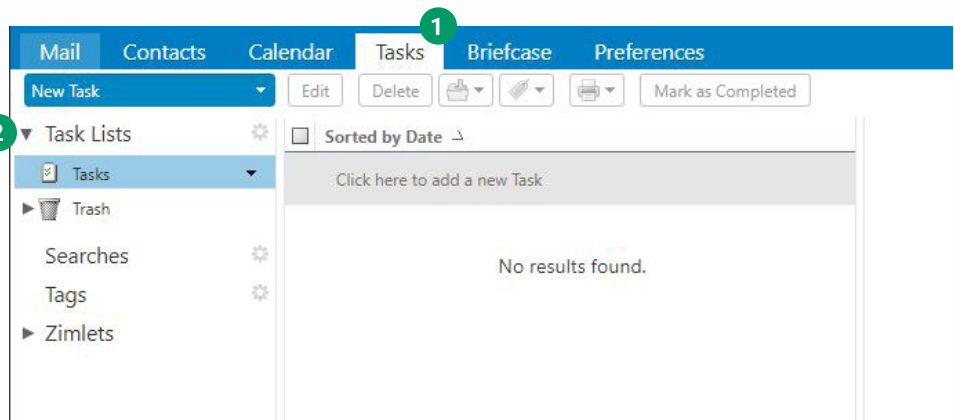
Task Lists User Guide

How to Create a Task

Create a new task by entering the task name in your tasks list. You can also open a new task page, add detailed information about the task and include notes and attachments.

How to Create a Task Quickly

- 1 Go to the **Tasks** page and in the overview pane select the **Task List** to which you want to add a task.
- 2 In the **Click here to add a new Task** text box in the content pane, enter the new task name.



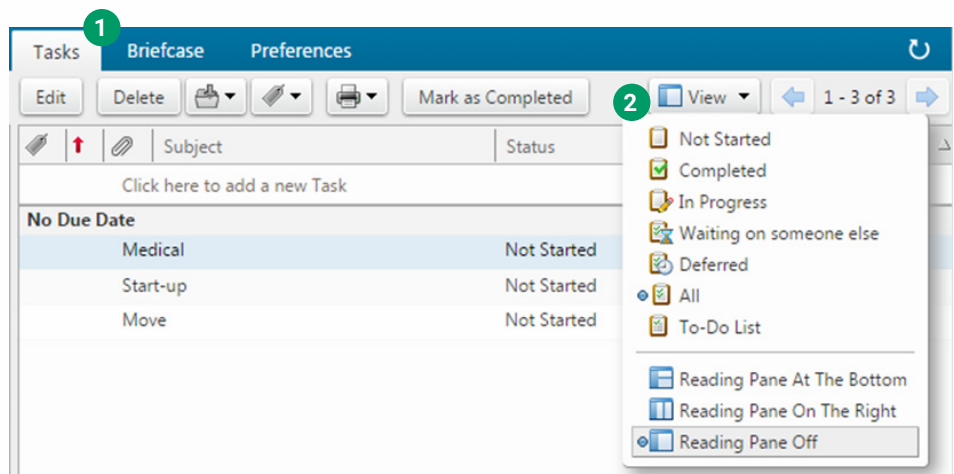
- 3 Click **Enter**. This adds the task subject to your Task List, but it does not give any details. To add details, edit the task.

Please note: If you created a task in the wrong list, open the task and select the correct list from the Task Lists drop-down, or you can drag and drop the task on the content pane to the correct list.

How to View Tasks in the Reading Pane

You can enable a reading pane to view the content of a task without opening the task. The Reading pane can display at the bottom of the content pane, on the right of the content pane, or you can turn it off so there is not reading pane.

- 1 Go to the **Tasks** page.
- 2 Click **View** on the Task toolbar to select how to display the reading pane.

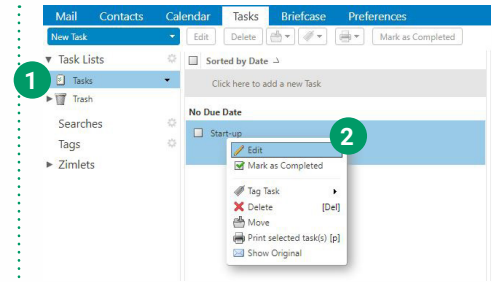


Task Lists User Guide

How to Change a Task

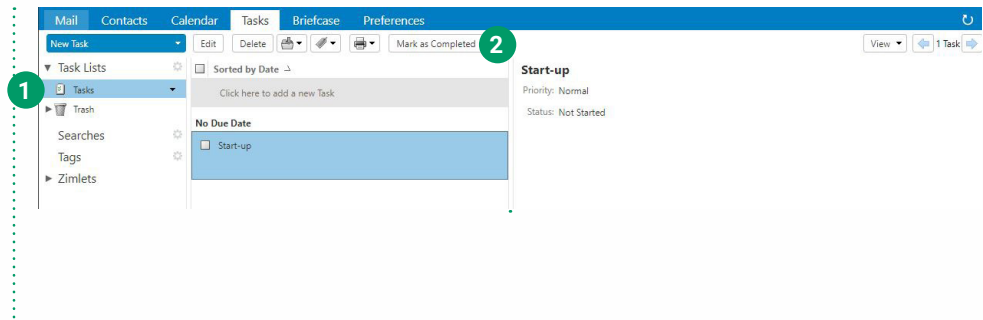
As you progress on a task, you might want to add information, change the status and percentage completed, or mark the task complete.

- 1 Go to the **Tasks** page and select the task that you wish to edit.
- 2 Click **Edit**.
- 3 Make the changes to the task information and click **Save**



How to Mark a Task Complete

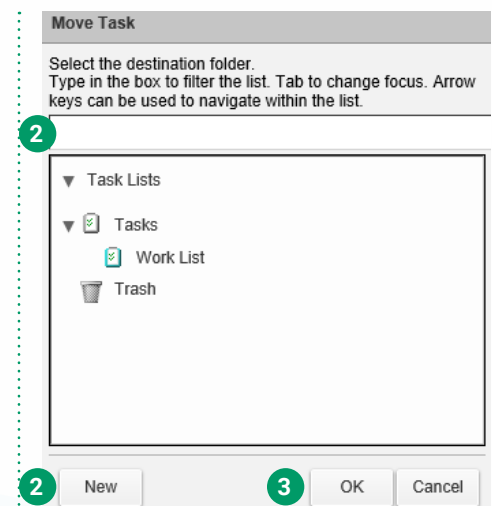
- 1 Go to the **Tasks** page and select one or more tasks that you want to mark as complete.
- 2 In the Task page header, click **Mark as Completed**. The task information remains in your task folder until you delete the task.



How to Move a Task to Another List

You can enable a reading pane to view the content of a task without opening the task. The Reading pane can display at the bottom of the content pane, on the right of the content pane, or you can turn it off so there is not reading pane.

- 1 Right-click a task and click **Move**.
- 2 Select the destination list to where you want to move the task:
 - Enter the Task List name, or use the keyboard arrows to navigate to the destination list.
 - Click **New** to create a new Task List.
- 3 Click **OK**

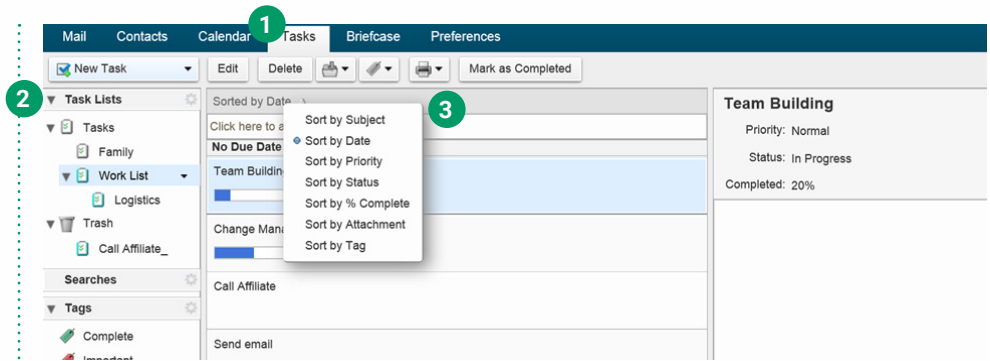


Task Lists User Guide

How to Sort Tasks within a Task List

You can sort a task list to quickly see tasks by status.

- 1 Go to the **Tasks** page.
- 2 In the overview pane, select the **Task List** you wish to sort.
- 3 In the **Content** pane, the default sort option is Sorted by Date. To change the sort option, right click over Sorted by Date and select your preference



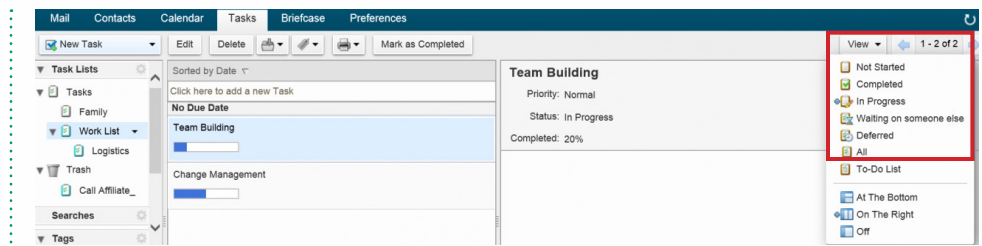
in the drop list. Alternative sort options include: Subject,

Priority, Status, % Complete, Attachment and Tag.

How to Filter Tasks by Status

You can filter tasks in a Task List to quickly View tasks by status.

In the **View** drop-down menu on the toolbar, select which type of tasks you wish to view.



Task Lists User Guide

How to Delete a Task or Task List

Delete a Task

- 1 Go to the **Tasks** page.
- 2 In the **Overview** pane, select the task list that contains the tasks you want to delete.
- 3 In the **Content** pane, select the task(s) to delete. You can select multiple tasks by selecting the checkbox next to the task.

- 4 Click **Delete** in the toolbar. You can immediately undo this action by clicking the Undo link that appears at the top of the page and the task is moved back to its original location.

Delete a Task List

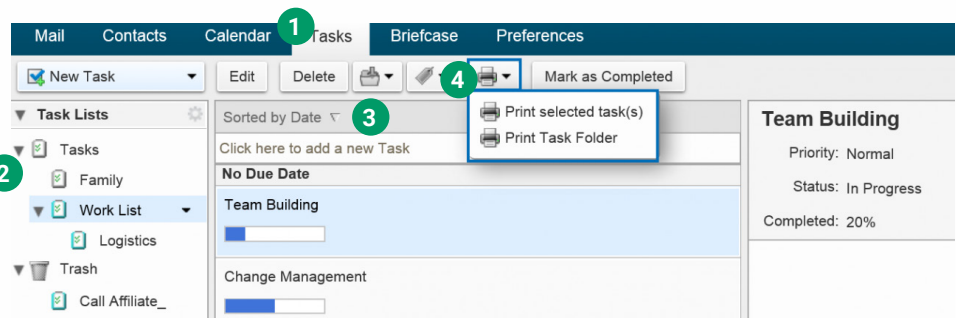
When deleting a Task List, you can only delete Task Lists that you have created.

- 1 Go to the **Tasks** page.
- 2 In the **Overview** pane, select the task list you want to delete.
- 3 In the drop-down menu, click **Delete**. You can immediately undo this action by clicking the **Undo** link that appears at the top of the page and the Task List is moved back to its original location.

How to Print a Task or Task List

You can print all the tasks in your list or you can select specific tasks to print.

- 1 Go to the **Tasks** page.
- 2 In the **Overview** pane, select the task or Task List that you want to print.
- 3 In the **Content** pane, select the Task List or tasks to print.



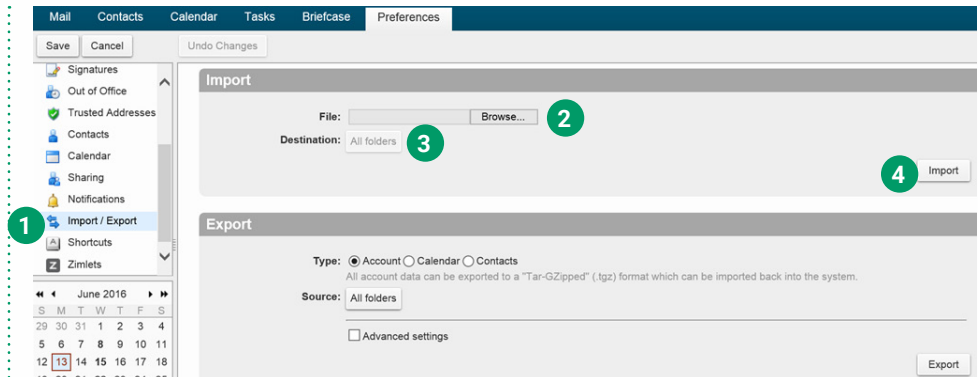
- 4 On the **Task Toolbar**, click **Print** and select whether to **Print Selected Task(s)** or to **Print Task Folder**.
- 5 In the **Print** window, click **Print**.

Task Lists User Guide

How to Import a Task List

You can import Task Lists that are saved to a .tgz file.

- 1 Go to **Preferences > Import/Export**.
- 2 In **Import > File**, click **Browse** to locate the task list .tgz file to import.
- 3 For the Destination, click **All folders** and select the task list that the tasks will be imported into or create a new task list.

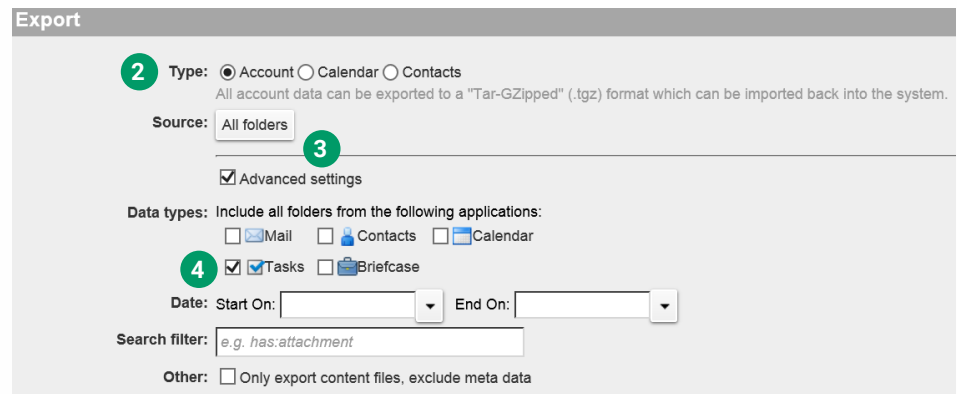


- 4 Click **Import**. Depending on the size of the .tgz file, the import might take a few minutes.

How to Export a Task List

A Task List is exported and saved in a tgz file format.

- 1 Go to **Preferences > Import/Export**.
- 2 In **Export > Type**, click **Accounts**.
- 3 Select the **Source** and check the **Advanced Settings** box.
- 4 Remove the check box from all applications except **Tasks**.



- 5 Click **Export**
- 6 Check **Save to disk**
- 7 Click **OK**