Outlook Task Sharing

To assign tasks to others in Outlook do the following:

1. From the file menu, select new and task request.
2. Enter the recipient's e-mail address or name in the "to" box.
3. Enter the name for the task in the "subject" box.
4. set the dates, status and priority options.
5. Check or uncheck the boxes for "keep an updated copy of this task on my task list" and "send me a status report when this task is complete" based on your preferences.
6. Enter additional information into the body of the task, if needed.
7. Click send.