



# Tasks

Help Documentation

# Tasks

## Task List Overview

SmarterMail allows you to store all of your tasks in a single place, accessible from the web wherever you are. Tasks can be used to store to-do's or important checklists. Some features of SmarterMail tasks are:

- Configurable start and due times.
- Reminders that show up in SmarterMail to alert you of the task due date.
- Completion status that tracks the percent done of the task.

To get started with tasks, click on the New Task link under the Tasks tree on the sidebar.

## Adding a Task

To add a task to your task list, click on New Task when viewing your tasks, or from the sidebar.

If you wish to add a task to a shared task list (Enterprise Edition Only) , you must be viewing the list, then use the New Task button from within the page.

- Subject - This is the short description of the task, and is what will appear on task pages and reminders.
- Date and Time - Enter the start date and time of the task, as well as the due date of the task. You may leave the due date or time blank to indicate that there is no due date.
- Reminder - If you wish to have a reminder appear in SmarterMail, choose the amount of time beforehand that you want it to show.
- Status - Choose the status of the task. This will show up in My Tasks so that you can easily track the status of your items.
- Priority - Higher priority tasks are more important. In My Tasks, you can sort by priority.
- % Complete - This indicates the percentage that the task is completed.
- Task Description - Enter the full description of the task, if needed.

## My Tasks

The My Tasks page lists all of your tasks in one place and lets you sort and track them easily. View your tasks by clicking on My Tasks under the Tasks tree in the sidebar.

Adding a Task - Click on the New Task button to add a new task item. For more information, see the topic Adding a Task .

Editing a Task - Click on the subject of a task to edit it.

Deleting a Task - To delete a task, click on the actions popup menu next to it and choose Delete.

Changing Status or % Complete - To quickly change the status of a task, click on the actions popup menu next to it and choose the appropriate option.

Sharing Tasks with Other Users (Enterprise Edition Only) - For information about sharing, please see the topic [Sharing Your Own Resources](#) .