



# Untitled Page

Help Documentation

## 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.