



Creating New Tasks

Help Documentation

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To create a new task, click **New** in the navigation pane toolbar and then click **Task** . This will open a new task window that you will use to add the task to SmarterMail.

Saving Task Details

When you add a new task in SmarterMail, you can save as much or as few details about the task as you like. In general, task details are divided into three sections:

- **Details** - Type the subject of the task and specify the task's start date and time, due date and time, priority level, status, and the percentage of the task that is completed. You can also configure a reminder that will display in webmail prior to due date and time. Note: The subject, start date and due date are the only required fields to save a task.
- **Description** - Type any important notes or a description of the task, if desired.
- **Categories** - A category provides a way to organize your notes into manageable groups. To add a category, simply click the **Master Categories** button and type the new category name.
Note: Be sure to separate categories with a comma.

Once the task is saved, it will appear on your calendar. Note: Users can disable the display of task start and end times on the calendar. For more information, see [Calendar Settings](#) .