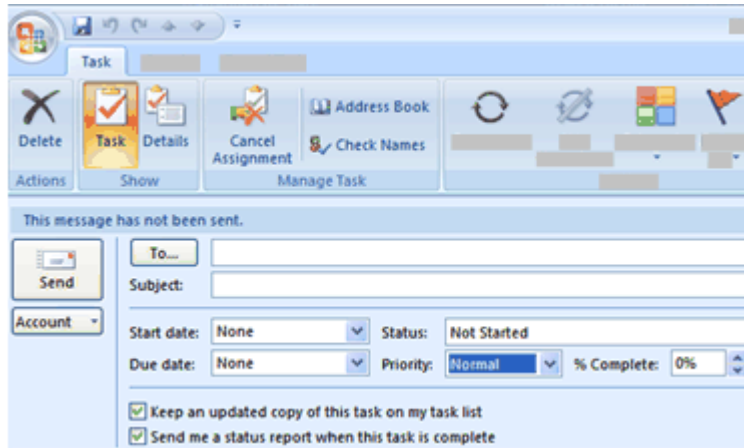


Assign a task to someone

1. Do one of the following:

- **To assign a new task** On the **File** menu, point to **New**, and then click **Task Request**.



- **To assign an existing task** In the task list, open the task that you want to assign. On the **Task** tab, in the **Manage Task** group, click **Assign Task**.

2. In the **To** box, enter the name or e-mail address of the person to whom you want to assign the task.

To select the name from a list, click the **To** button.

3. In the **Subject** box, type a name for the task.

NOTE For an existing task, the **Subject** box is already filled in.

4. Select the **Due date** and the **Status** options that you want.

5. Select or clear the **Keep an updated copy of this task on my task list** check box and the **Send me a status report when this task is complete** check box.

6. If you want the task to repeat, on the **Task** tab, in the **Options** group, click **Recurrence**, select the options that you want, and then click **OK**.

7. In the body of the recurring task, type any information that you want to include in the task.

8. Click **Send** 

NOTE If you assign a recurring task, a copy of the task will remain in your task list, but it will not be updated. If you select the **Send me a status report when this task is complete** check box, you will receive a status report for each completed occurrence of the task.


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Forward a task to someone else to track

1. Open the task that you want to send.

2. On the **Task** tab, in the **Manage Task** group, click **Forward**.

Keyboard shortcut To forward a task, press CTRL+F.

3. Enter recipient names or e-mail addresses in the **To** and **Cc** boxes.
4. In the body of the task, type any message that you want to include. To send more than one task, drag the additional tasks from the task list to the body of the task that you are forwarding.
5. Click **Send** 

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Reclaim a rejected task assignment

1. Open the e-mail message that contains the task request. This message is usually in your **Sent Items** folder.
2. On the **Task** tab, in the **Manage Task** group, click **Return to Task List**.

You can also reclaim the task from the declined task message by clicking **Return to Task List**.

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Track tasks that you have assigned

There are three ways to track the tasks that you have assigned to other people:

- **Automatically keep copies of tasks that you assign, and receive automated status reports**

1. On the **Tools** menu, click **Options**.
2. Click **Task Options**.
3. Select the **Keep updated copies of assigned tasks on my task list** check box.
4. Select the **Send status reports when assigned tasks are completed** check box.

- **View tasks that you have assigned to others**

1. Click **Tasks**.
2. On the **View** menu, point to **Current View**, and then click **Assignment**.

- **View the list of people who receive updated copies of an assigned task**

1. Open the assigned task for which you want to view the list.
2. On the **Details** tab, view the names in the **Update list** box.

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Accept or decline a task assignment

1. Open the task or task request.
2. On the **Task** tab, in the **Manage Task** group, click **Accept** or **Decline**.

3. Do one of the following:
 - Click **Edit the response before sending**, type your comment in the message, and then click **Send**.
 - Click **Send the response now**.

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Send a status report or a comment about a task assignment

1. Open the task for which you want to send a status report or comment.
2. On the **Task** tab, in the **Manage Task** group, click either **Send Status Report**, **Reply**, or **Reply to All**.
3. Enter recipient names or e-mail addresses in the **To** and **Cc** boxes.

If the task is assigned to you, then the names of people to be updated are added automatically.

4. In the body of the message, type any information that you want to include in the status report.
5. Click **Send** 