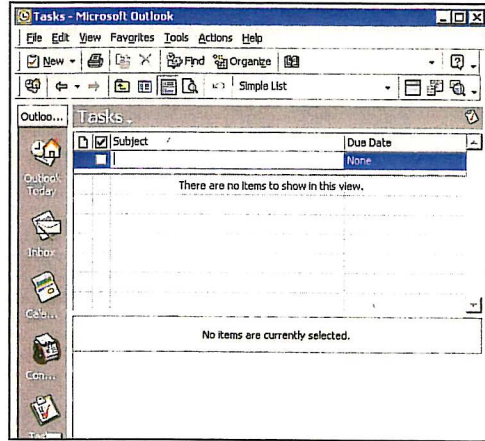


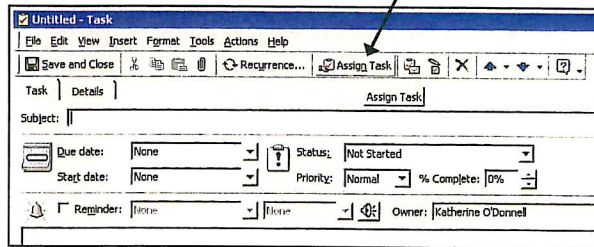
Assigning Tasks to other Employees

Creating and assigning a new task to another person:

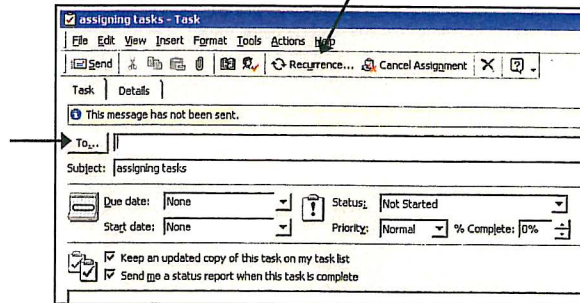
- Open Microsoft "Tasks" in "Outlook"
- Double click in the box to "add a new task" or Select "New Task" under "Actions"



- Enter your task, using a subject, due date, and description
- Select "Assign Task" on the toolbar



- Here you choose who you would like the task assigned "To"
 - There is also an option to make the task reminder recurring



Assign an existing task to another person:

- Right click on the existing task and choose to either "assign task" or "forward" the task

