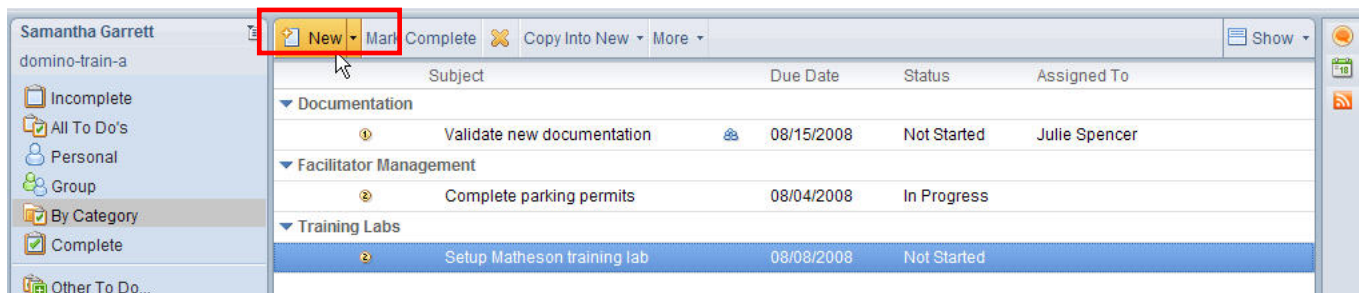


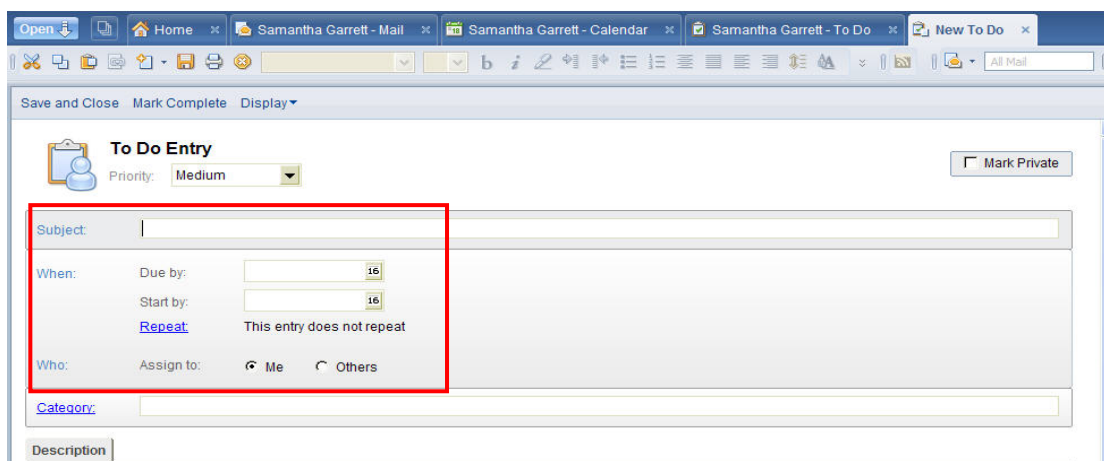
**Assigning a category to a To Do item**

To make managing your To Do list easier, you can assign categories to your To Do items. You will then be able to sort your To Do items according to category.

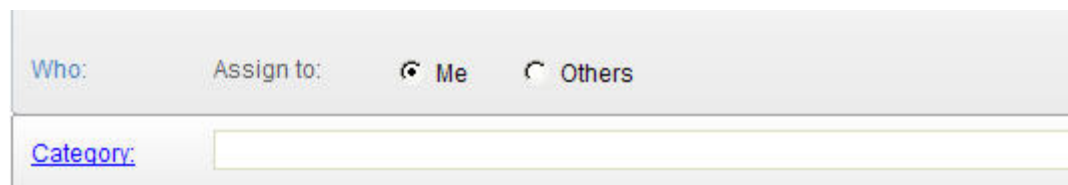
1. Click on the **To Do** icon on the **Home** page to access your To Do list.
2. Click on the **New To Do Item** button on the **Action bar**.



3. The new **To Do** item form will open. Type in your details.

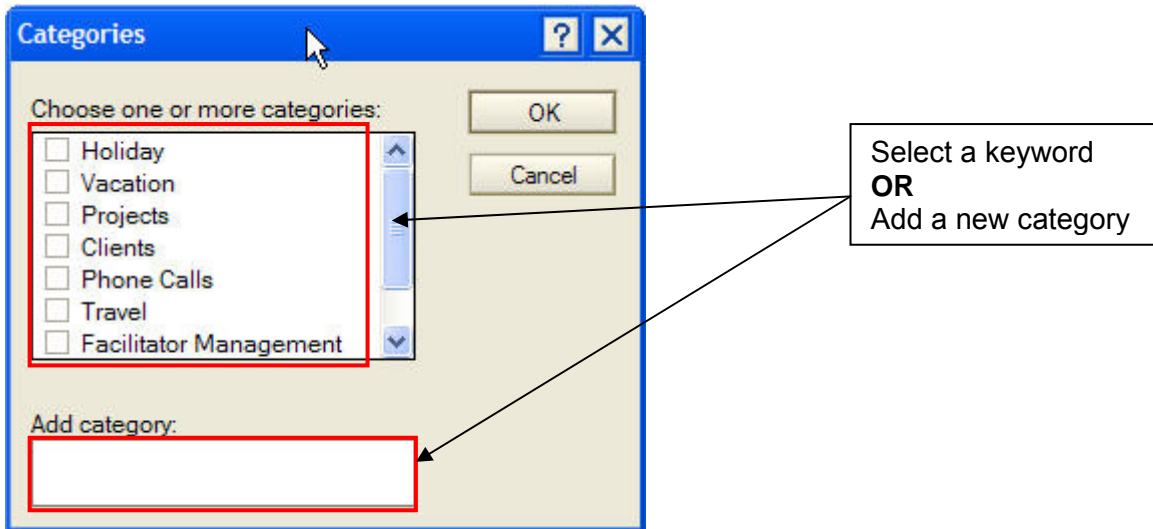


4. To assign a category to the To Do item, click on **Category**.

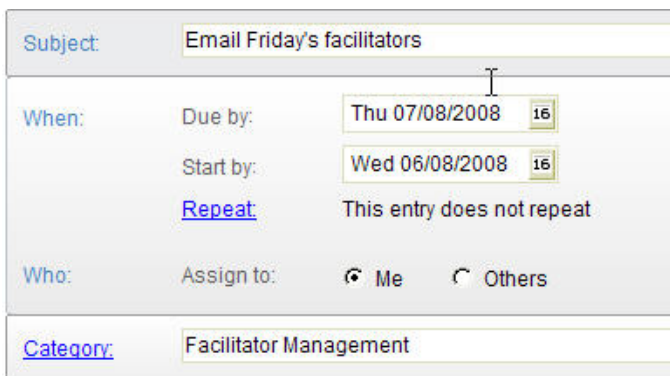


5. Select from one of the keywords in the list and click on **OK** to complete your action.

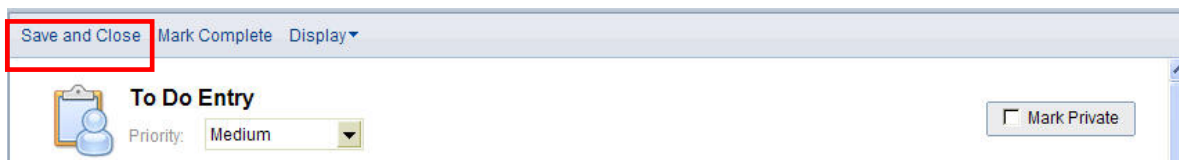
You can also create a new category by clicking in the **Add category** section. Type the category then click **OK** and the task will be assigned to the new category.



The category you selected will now be displayed in the **Category** text field.



6. **Save and Close** the new To Do item.



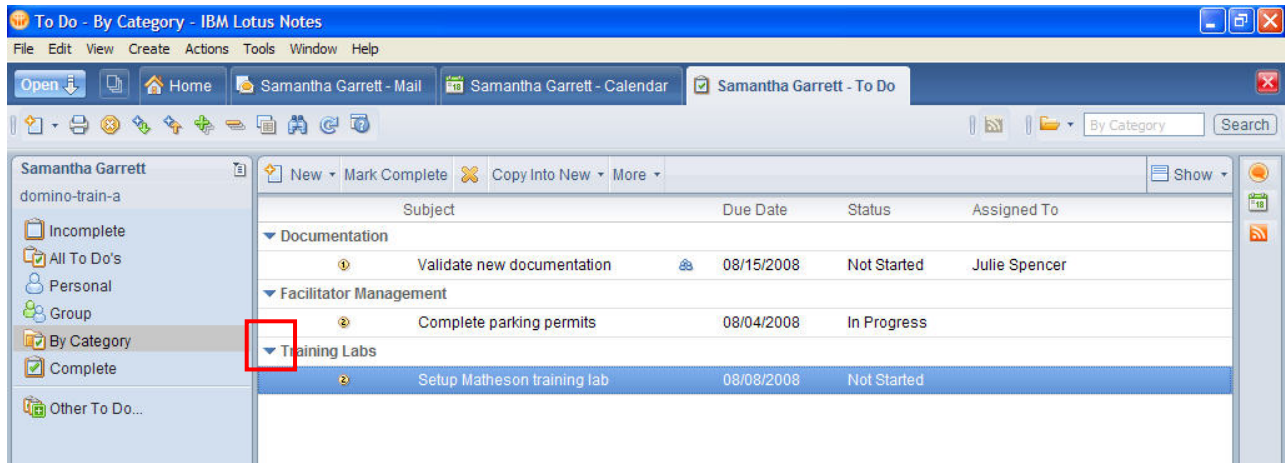

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**Tip:** You can assign more than one category to a To Do item.

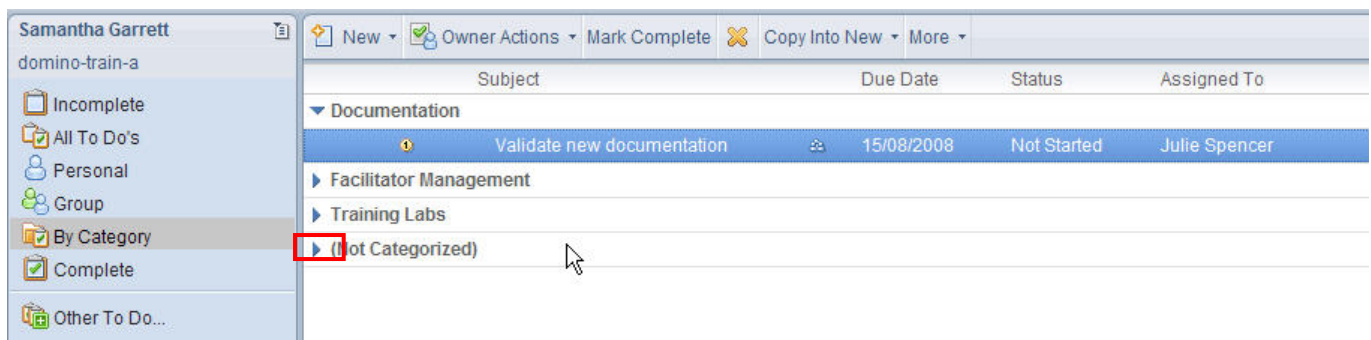
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**Expand or collapsing To Do items in the by category view**

- Click on the ▼ icon to collapse (hide) your To Do items for that category.

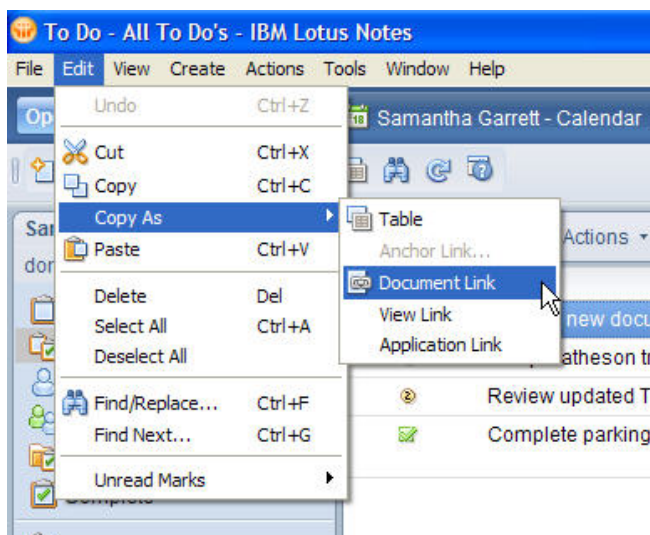


- Click on the ► icon to expand (view) your To Do items for that category


**Linking tasks to calendar entries**

A task can be linked to a calendar entry. If the calendar entry was a group meeting, the recipient would only be able to access the task if they had delegate access.

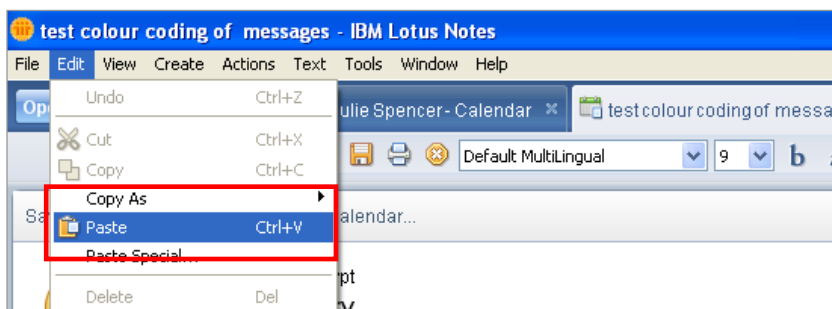
1. Click once on the To Do item to select it.
2. Click on the **Edit** menu > **Copy As** > **Document Link**.



3. Click on the Home tab and click on the **Calendar** icon to open the calendar tab.
4. Open the calendar entry by double clicking on it.
5. Position the cursor in the **Description** area.



6. Click on the **Edit** menu > **Paste**.



- The To Do item will be displayed as a **document icon** in the description area.



- The To Do item can be opened in the calendar entry by double clicking on the icon

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**Tip:** Copy as Document link is also available by a right mouse click on the To Do item.

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