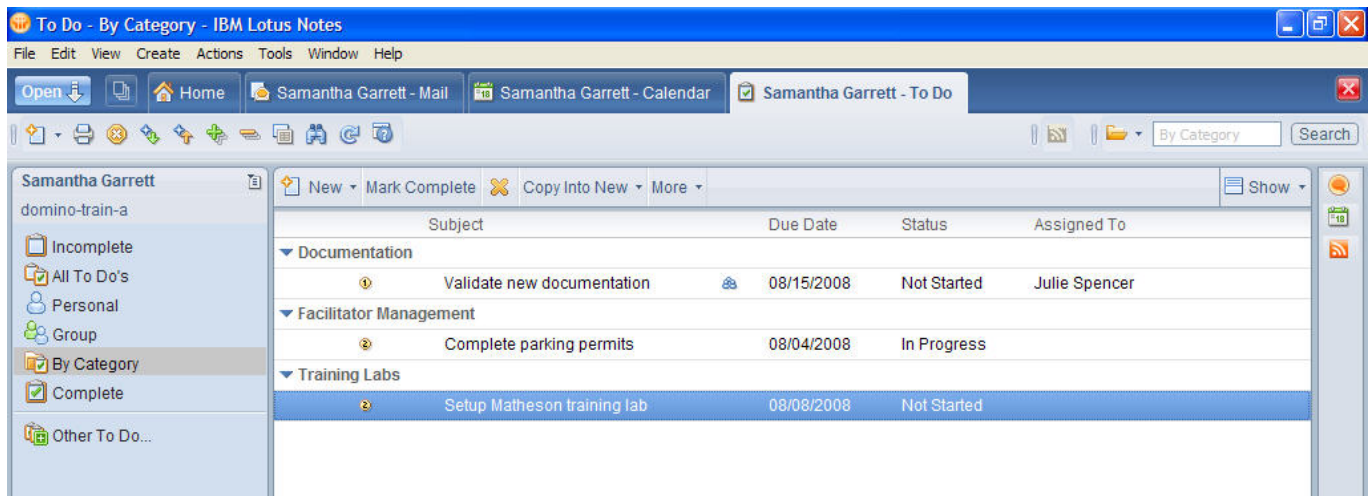


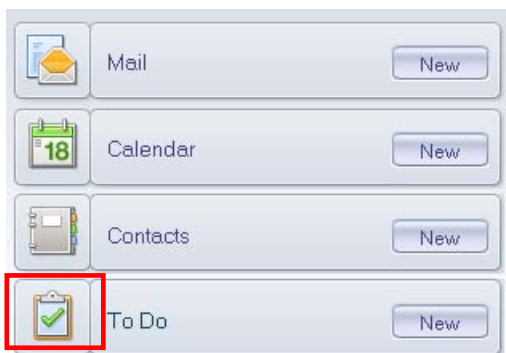
**Creating tasks in the To Do list**
**TD02**

Create tasks and monitor their status in the To Do view. You can also categorise your To Do and view or print your tasks by category.

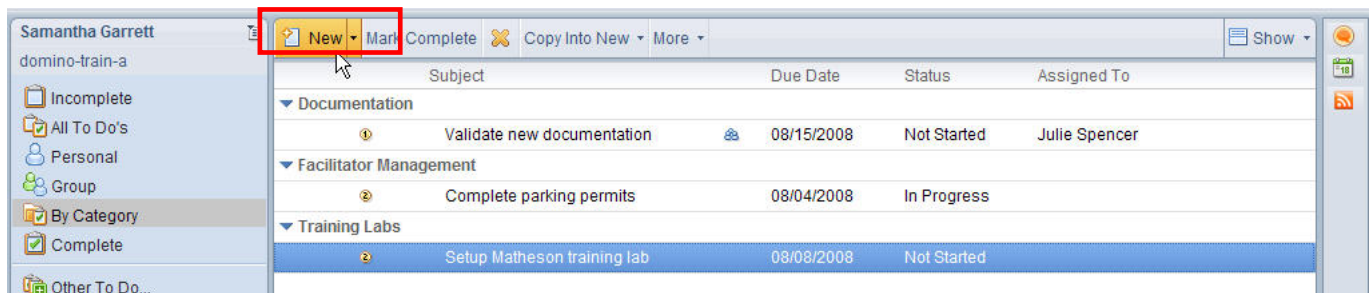

**Create a new To Do item**

**Tip:** Create a To Do based on an incoming mail message. This will automatically copy the subject, any text in the message, and attachments into a To Do item. Highlight the message and from the **More** menu, select **Copy into New > To Do**.

1. Click on the **To Do** icon on the **Home** page to access your To Do list.

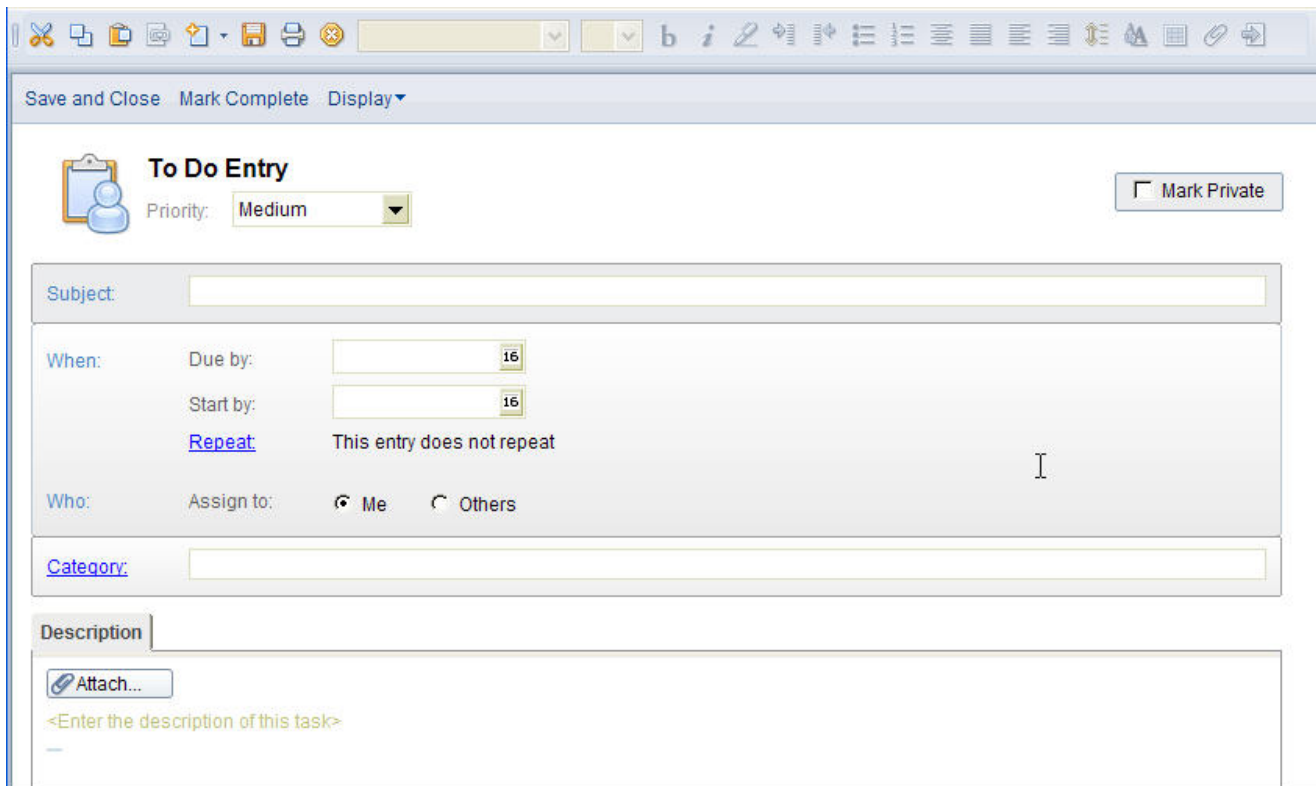


2. Click on the **New To Do Item** button on the **Action bar**.



3. The new To Do item form will open. Type in your details and assign a priority.

You are not able to customise the available priorities so an alternative would be to assign categories. Please refer to ***Categorising your To Do list (TD05)***



Save and Close Mark Complete Display ▾

**To Do Entry**  Mark Private

Priority: Medium ▾

Subject:

When: Due by:  Start by:

[Repeat:](#) This entry does not repeat


Who: Assign to:  Me  Others

[Category:](#)

Description

<Enter the description of this task>

4. When you have typed in all required details for your task, click on the **Save And Close** button to save your new To Do item and close the window. Your new item will be listed in the To Do list.




Save and Close Mark Complete Display ▾


**To Do Entry**  Mark Private

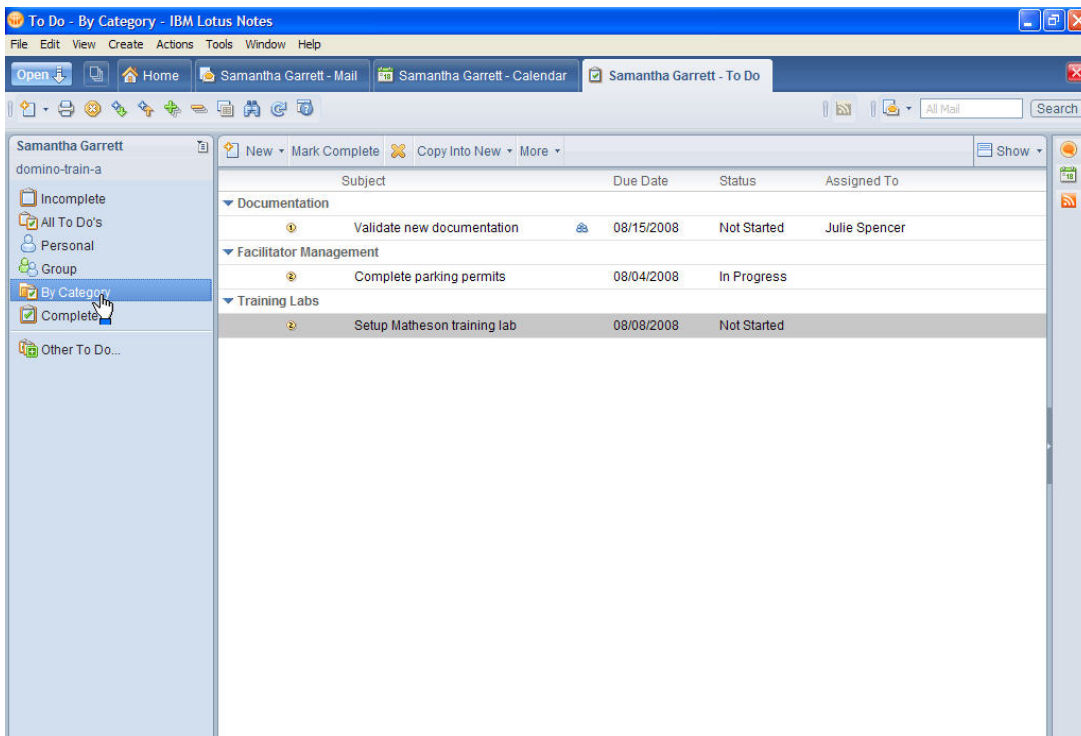
Priority: Medium ▾

### Viewing the To Do items

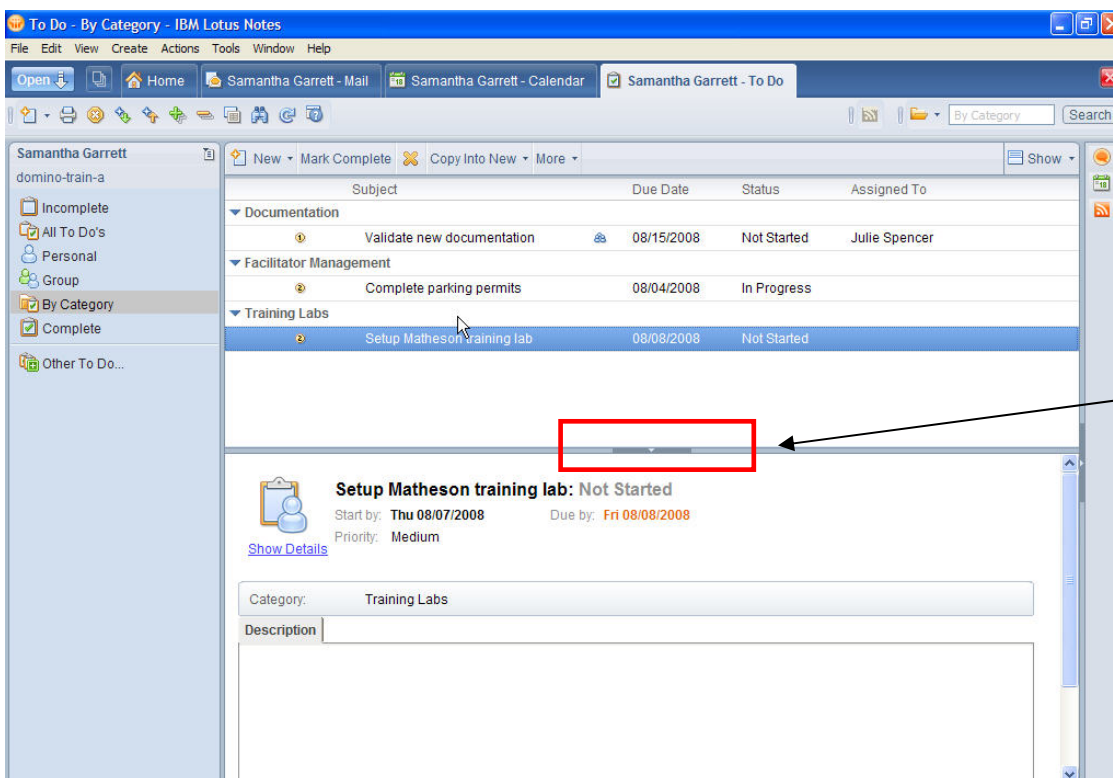
Depending on your preference, you can work with the preview on or off.

1. To open the **Preview Pane** click on the white down arrow  on the grey bar at the bottom of the To Do window. The **Preview Pane** can be resized by moving the **dividing bar**.

2. You can close the **Preview Pane** by clicking on the white down arrow  on the dividing bar.



Without a preview



With preview