

**Prerequisite learning card:** To learn how to login to Lotus Notes webmail (Domino Web Access) please see *Overview of Lotus Notes Webmail (Domino Web Access) (DWA01)*.

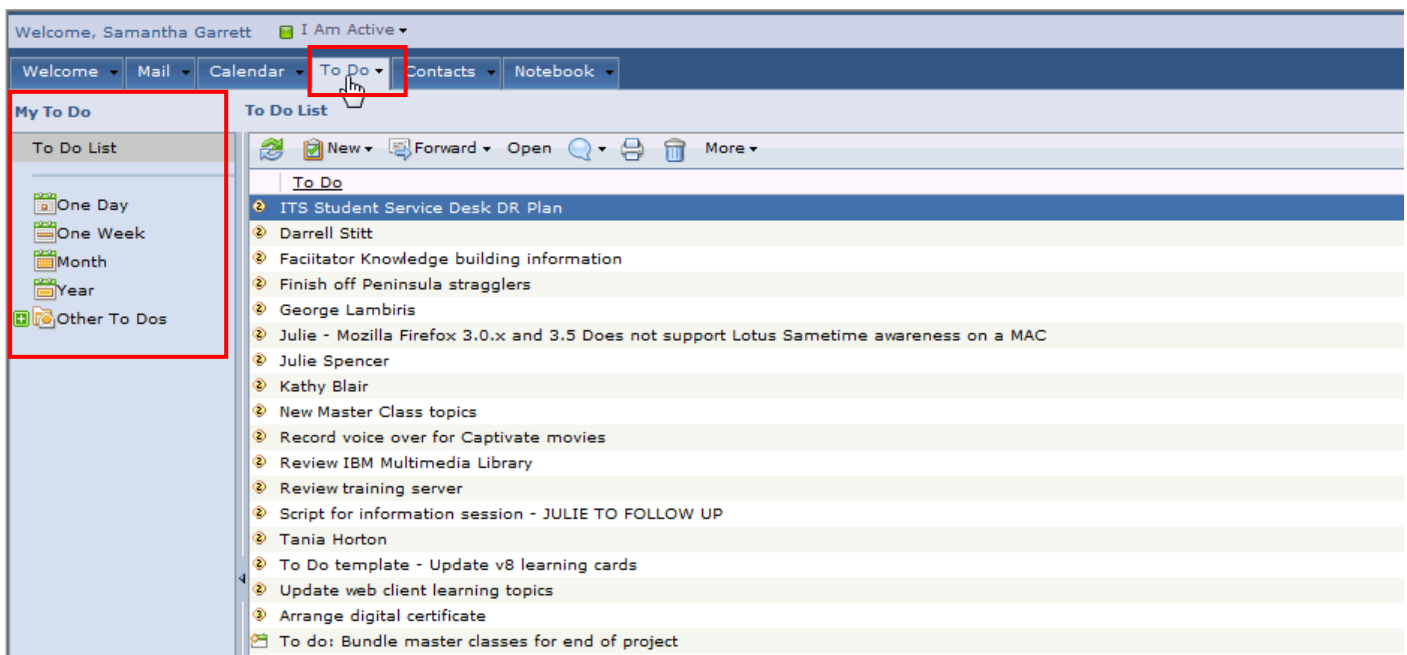
This learning topic outlines how to:

- view To Do items,
- create a personal To Do,
- create a group To Do, and
- create a repeating To Do.

## View To Do items

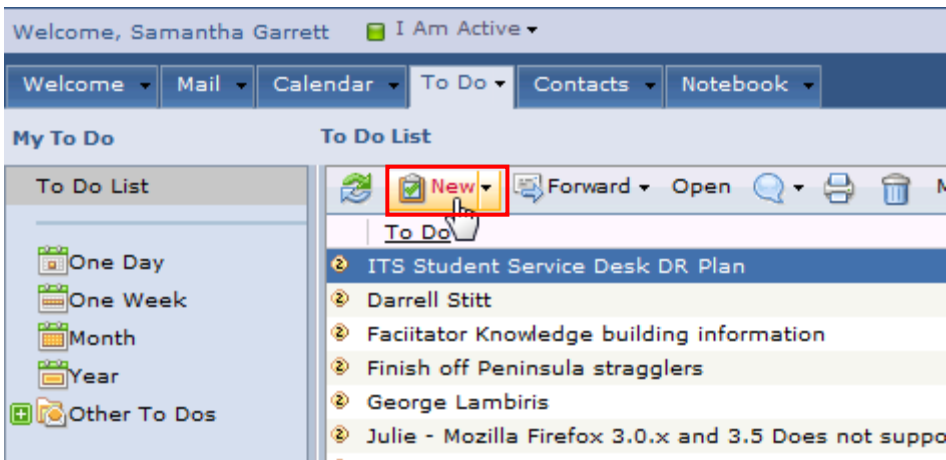
1. Select the **To Do** tab.
2. The complete To Do list will be displayed in the window.

**Tip:** Use the **view panel** on the left side of the window to change the view. You can view To Do's in a daily, monthly or yearly view.



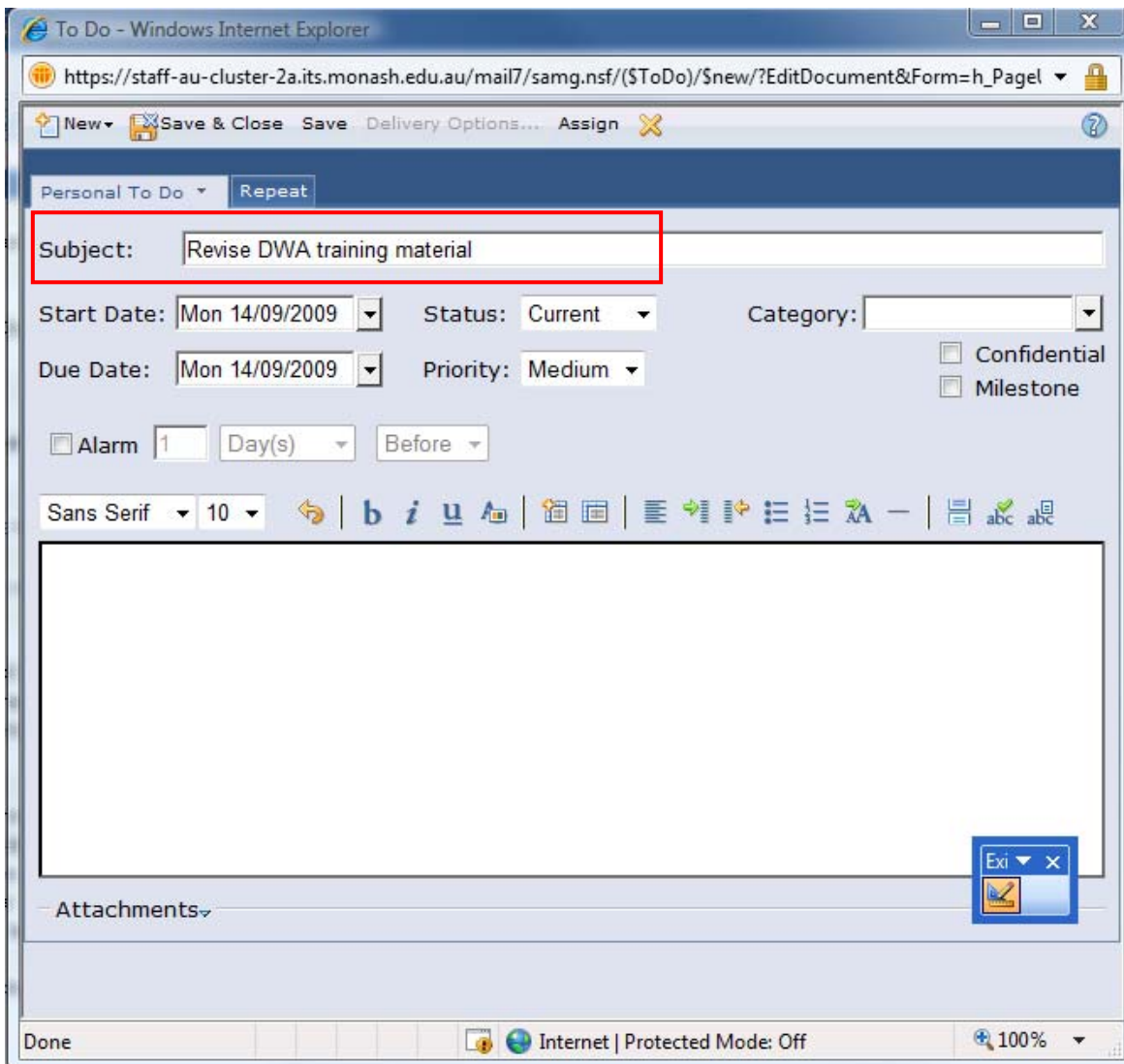
## Create a personal To Do

1. Click the **New** button.

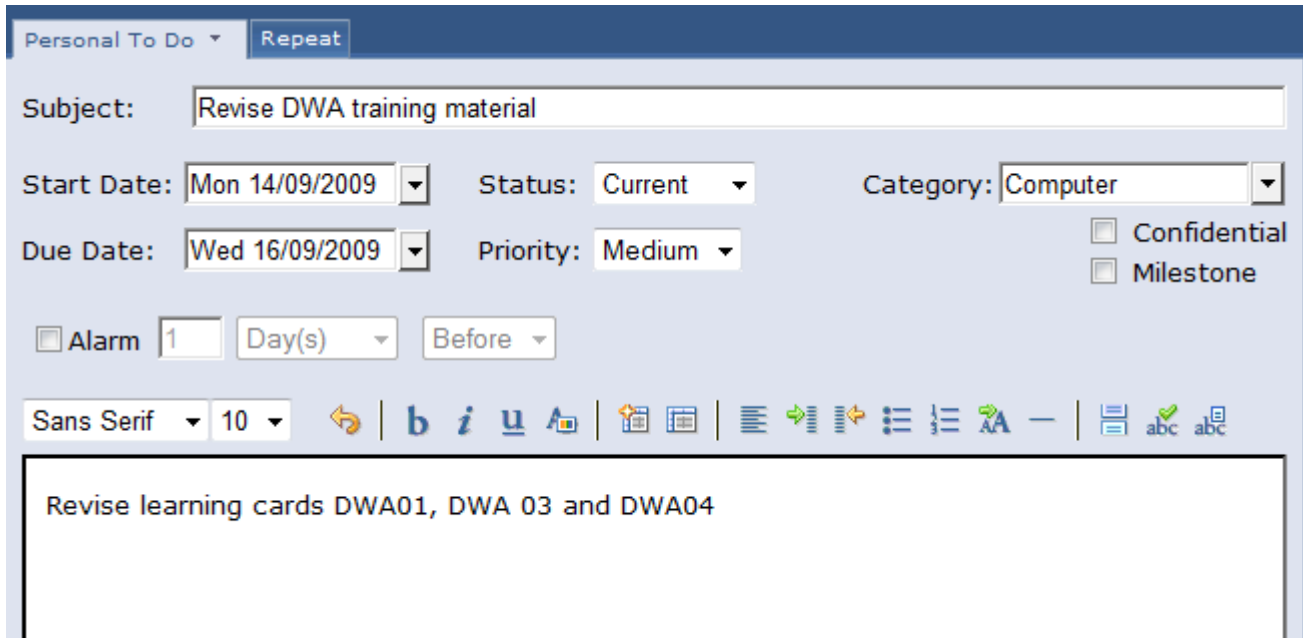


- The **To Do** window will open.

2. Enter the subject of the To Do in the **Subject** field.

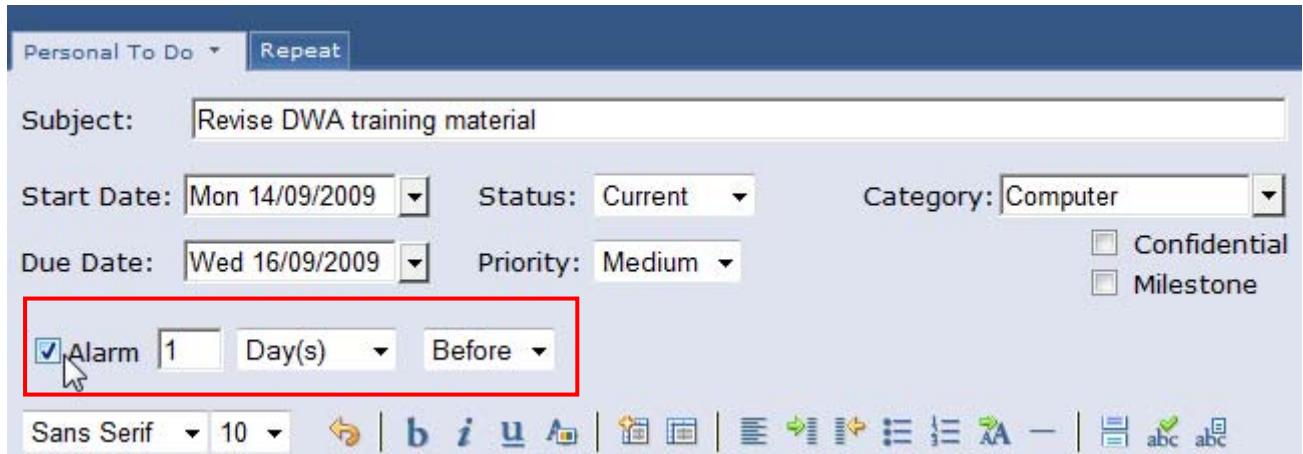


3. Select a start and end date for the To Do in the **Start Date** and **End Date** fields.
4. Select a **Priority** and **Category** if needed.
5. Enter details of the To Do in the bottom text box.



The screenshot shows the 'Personal To Do' form in Lotus Notes. The 'Subject' field contains 'Revise DWA training material'. The 'Start Date' is 'Mon 14/09/2009', 'Status' is 'Current', and 'Category' is 'Computer'. The 'Due Date' is 'Wed 16/09/2009', and 'Priority' is 'Medium'. There are checkboxes for 'Confidential' and 'Milestone', both of which are unchecked. An 'Alarm' section is visible with a checkbox, a text input '1', a dropdown 'Day(s)', and a dropdown 'Before'. Below the form is a rich text editor with a toolbar and the text 'Revise learning cards DWA01, DWA 03 and DWA04'.

7. If you want an alarm on the To Do, tick the **Alarm** box and select a timeframe.



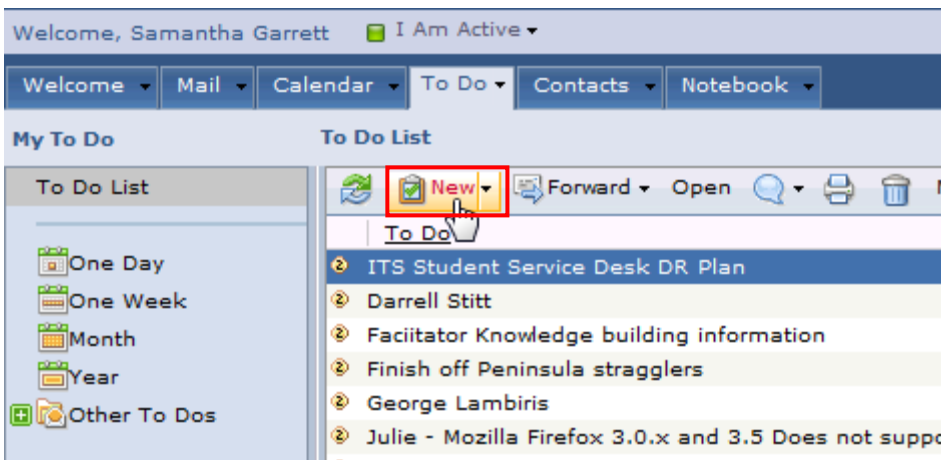
This screenshot is identical to the previous one, but the 'Alarm' checkbox is now checked. A red rectangular box highlights the 'Alarm' checkbox, the '1' in the text input, the 'Day(s)' dropdown, and the 'Before' dropdown.

**Tip:** If you want to create a repeating To Do, please see **Create a repeating To Do** on page 5.

6. When the To Do is complete, click **Save & Close** from the top of the window.

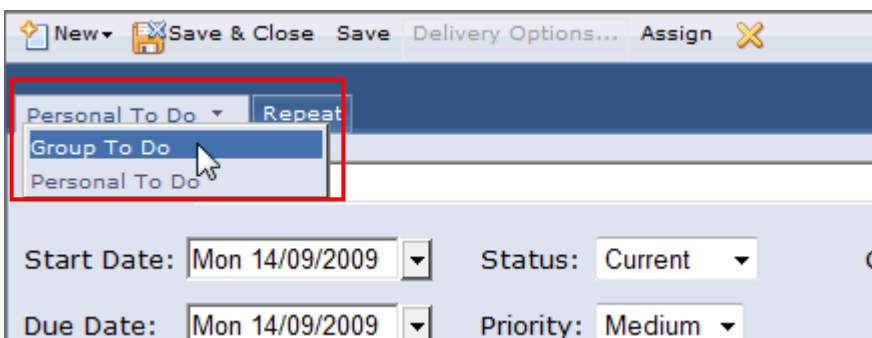
## Create a group To Do

1. Click the **New** button.

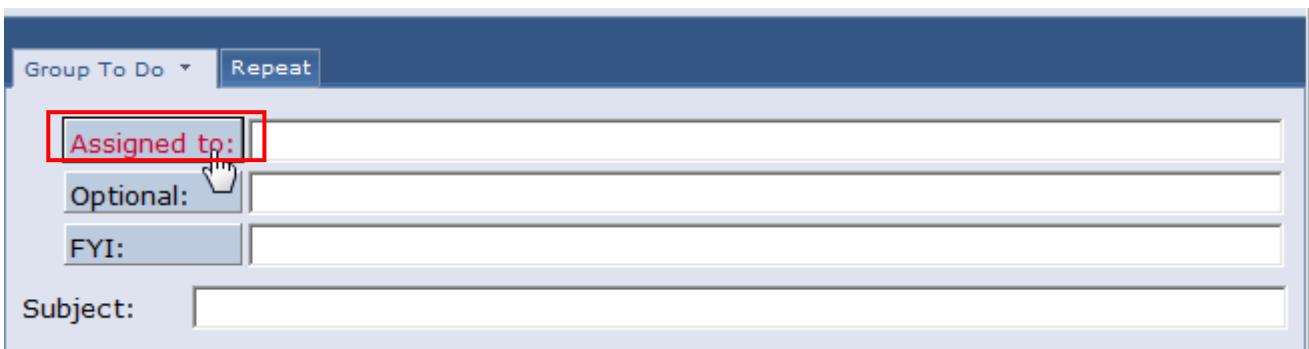


■ The **To Do** window will open.

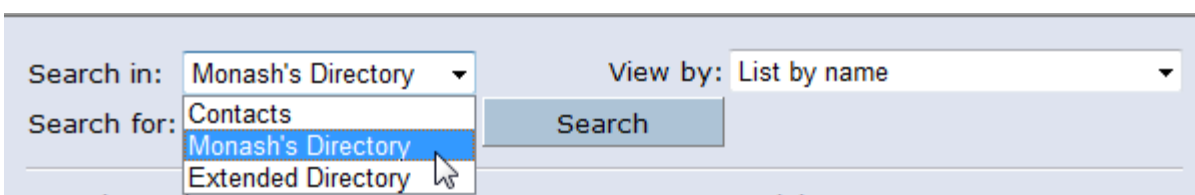
2. Click on the arrow on the **Personal To Do** tab. Select **Group To Do** from the drop down box,



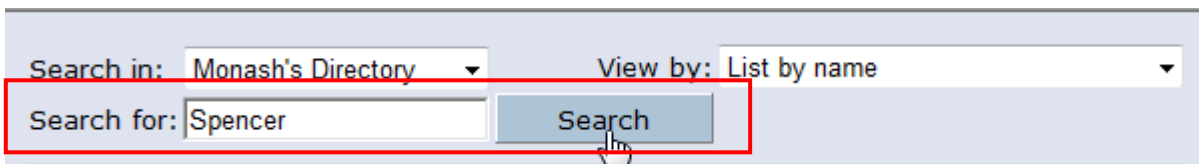
3. Click the **Assigned To** button.



4. Select the **Monash Directory** from the **Search in** drop down box.

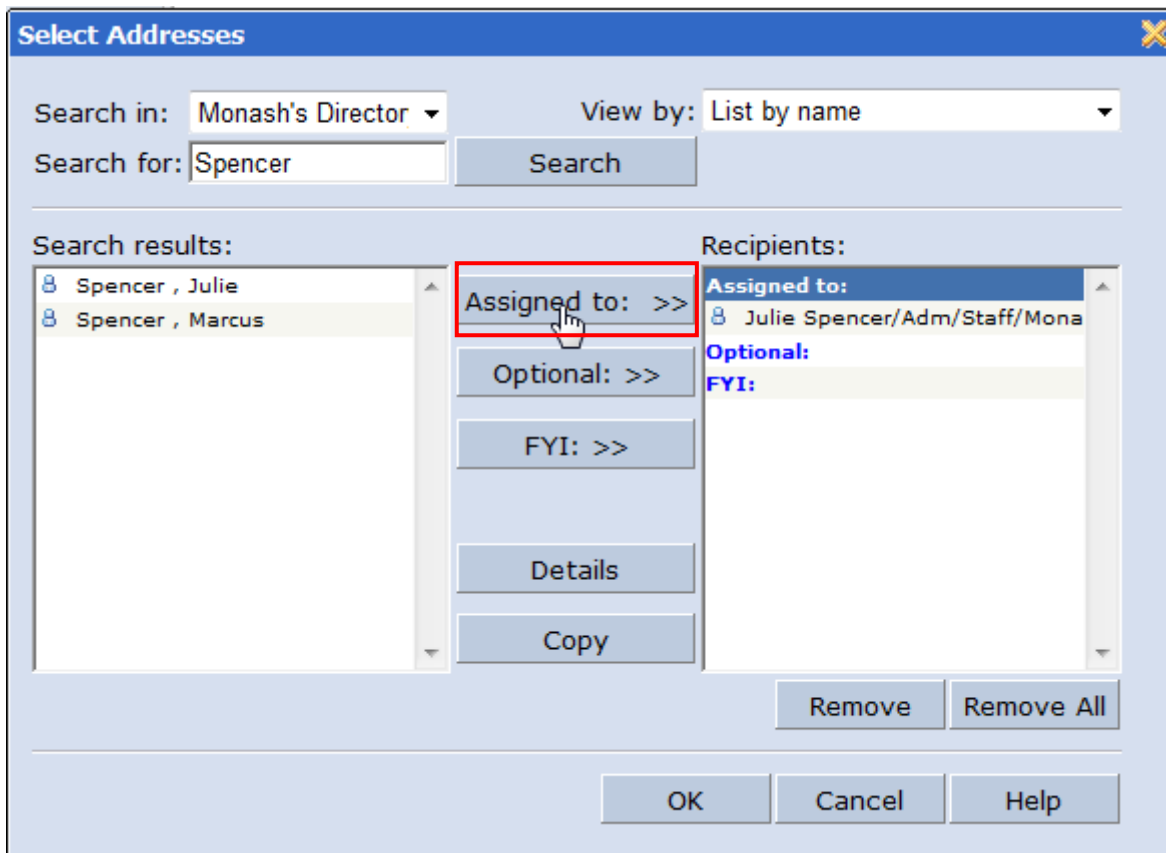


5. Type the surname of the person you want to search for in the **Search for** field. Click the **Search** button.

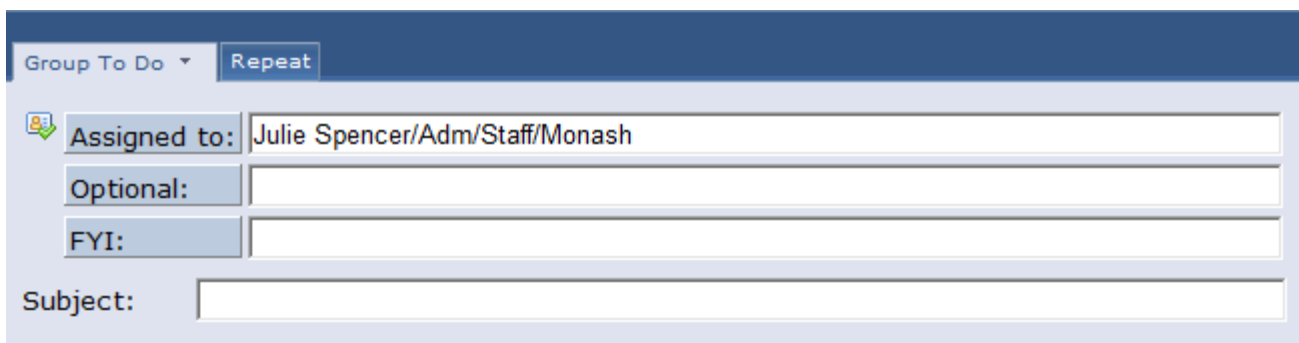


6. Highlight the correct person from **Search results** window. Then:

- If you want to **assign** the To Do to the person, click the **Assign to** button.
- If you want to add a person as **optional**, click the **Optional** button.
- If you want to just inform the person of the To Do, click the **FYI** button.



7. Click the **OK** button. The person will now be added to the To Do.



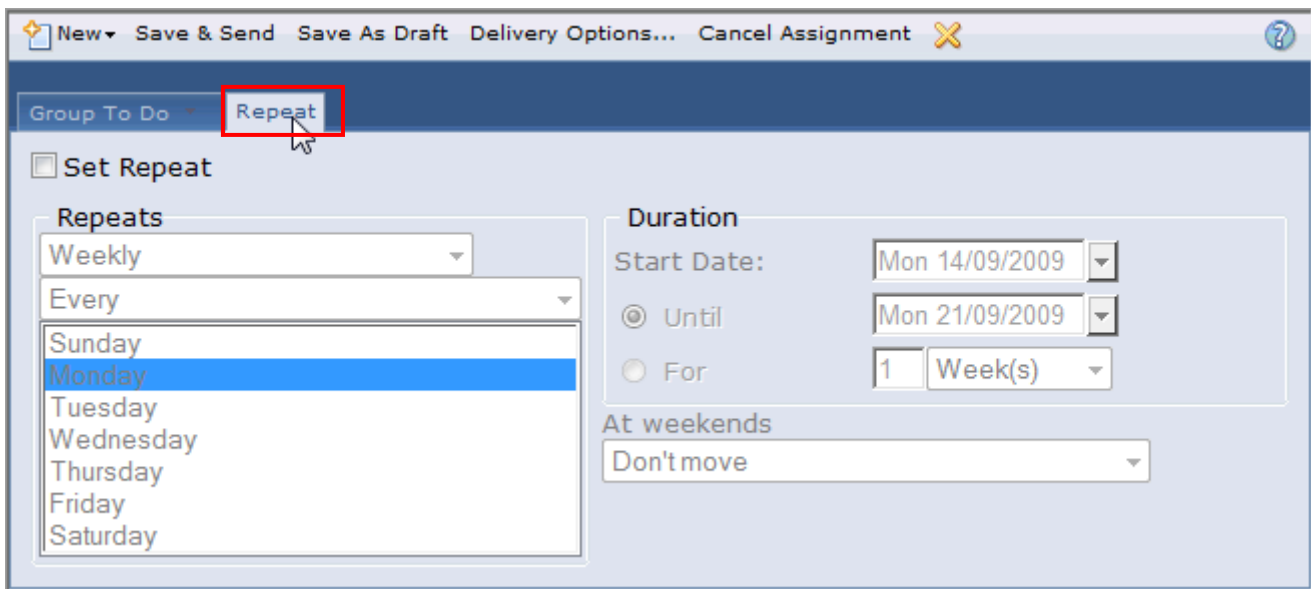
8. Now proceed with **Steps 2-8** of **Create a personal To Do** on page 2.

### Create a repeating To Do

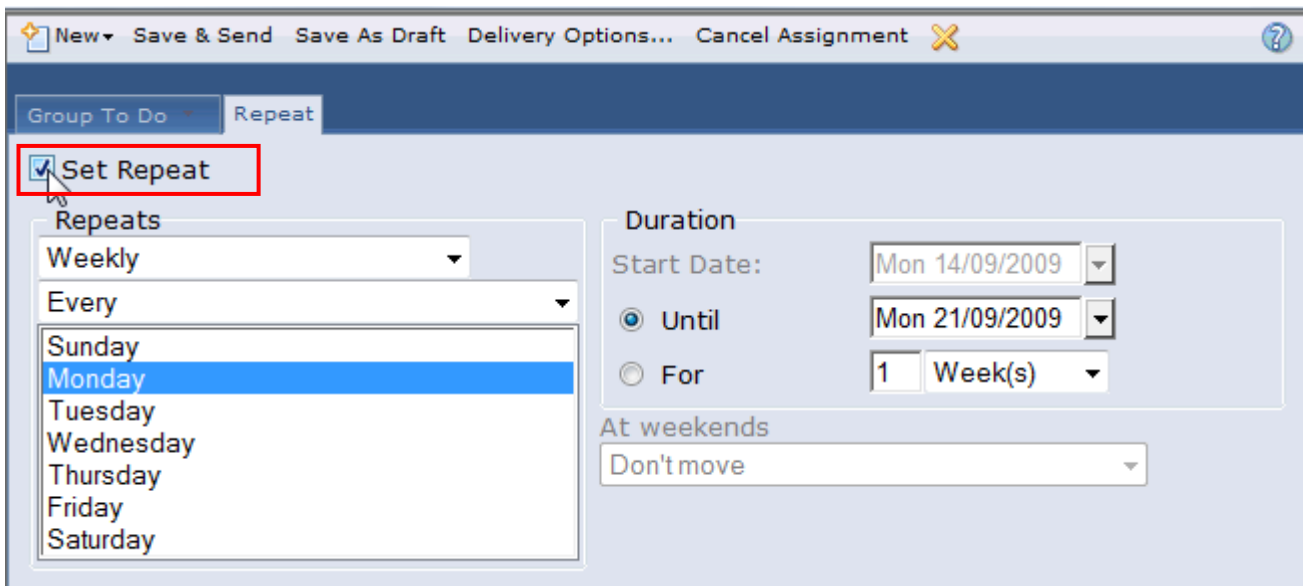
Both personal and group To Do's can be set to repeat.

To create a repeating To Do:

1. Create a new personal or group To Do by following the steps in the relevant section above. Do not close the To Do.
2. Select the **Repeat** tab.



3. Tick the **Set Repeat** box.



4. Select the frequency and duration of the repeat.
5. When you have finished, select **Save & Close** (personal To Do) or **Save & Send** (group To Do).