Perquisite 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:

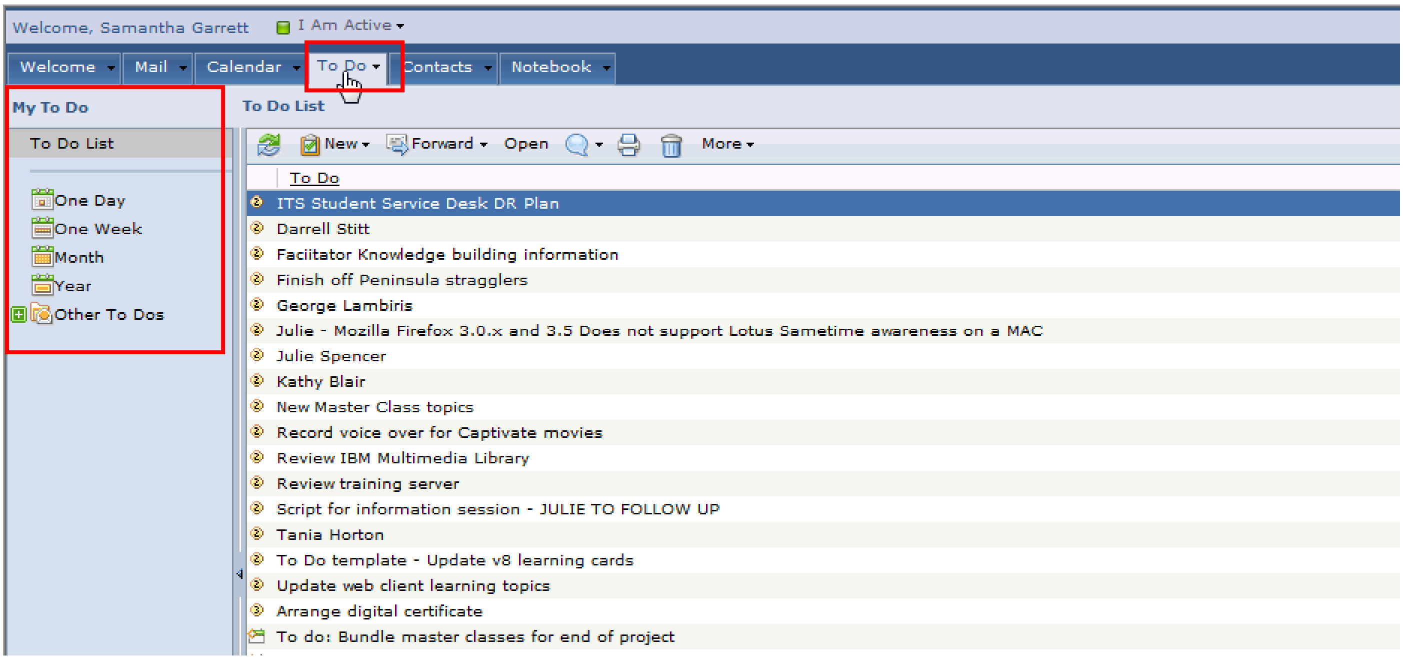
- view To Do items,
- create a personal To Do,
- create a group To Do, and
- create a repeating To Do.

View To Do items

1. Select the **To Do** tab.

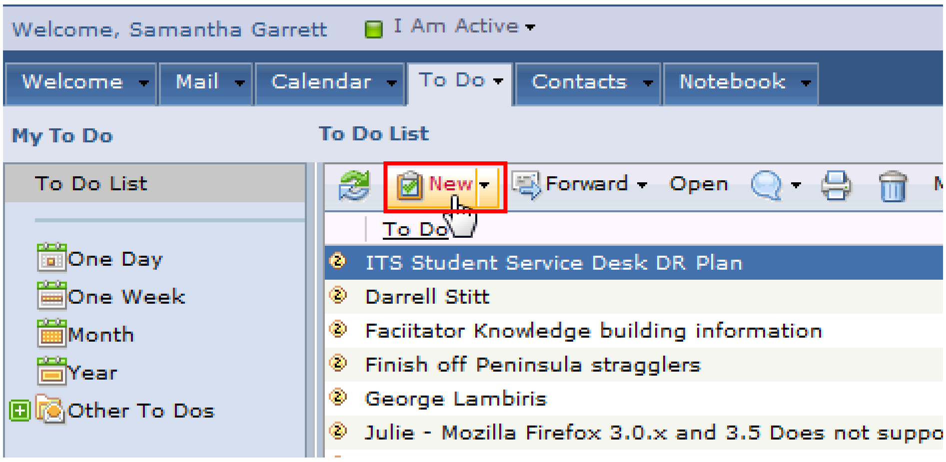
2. The complete To Do list will be displayed in the window.

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.



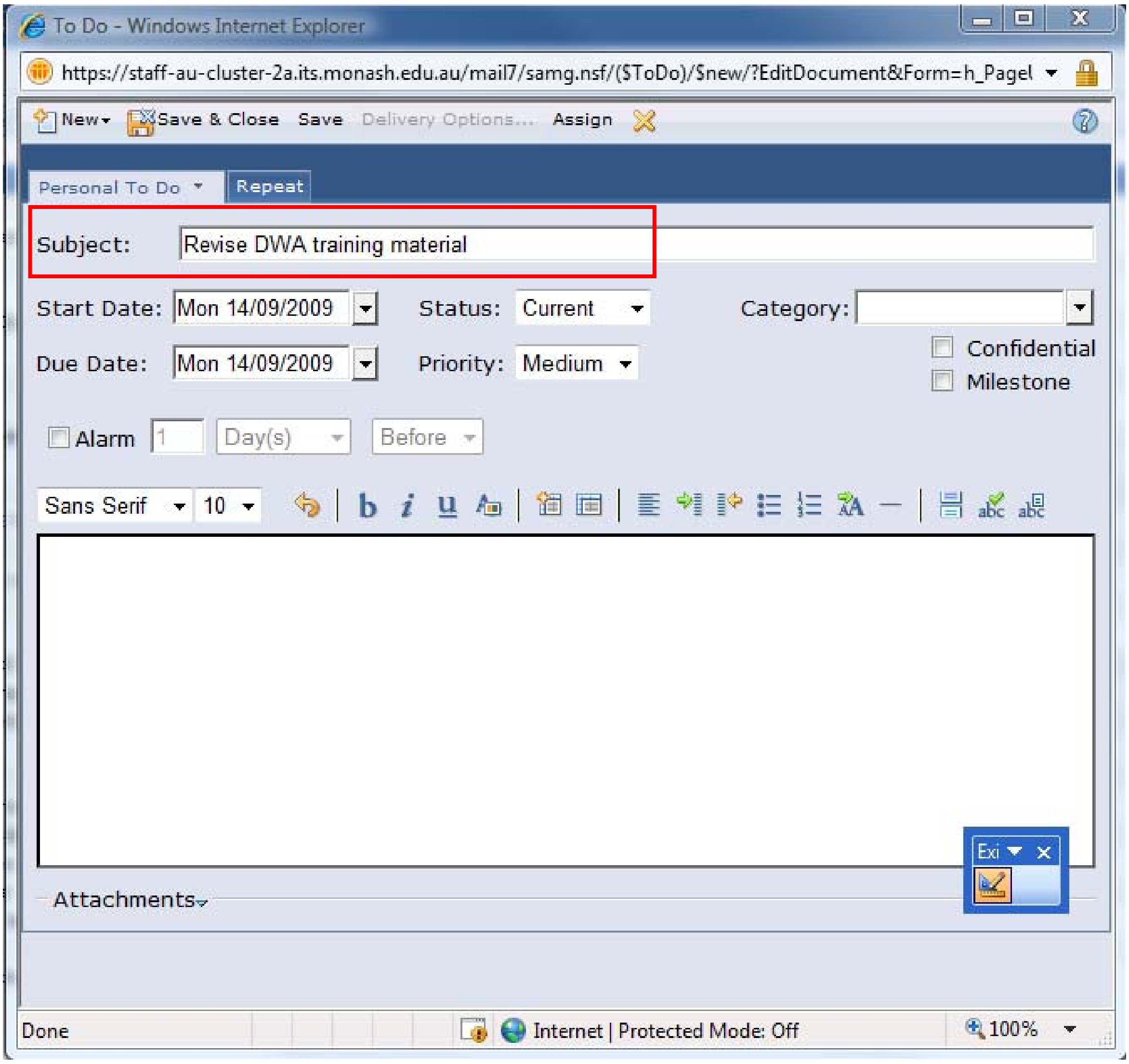
Create a personal To Do

1. Click the **New** button.



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

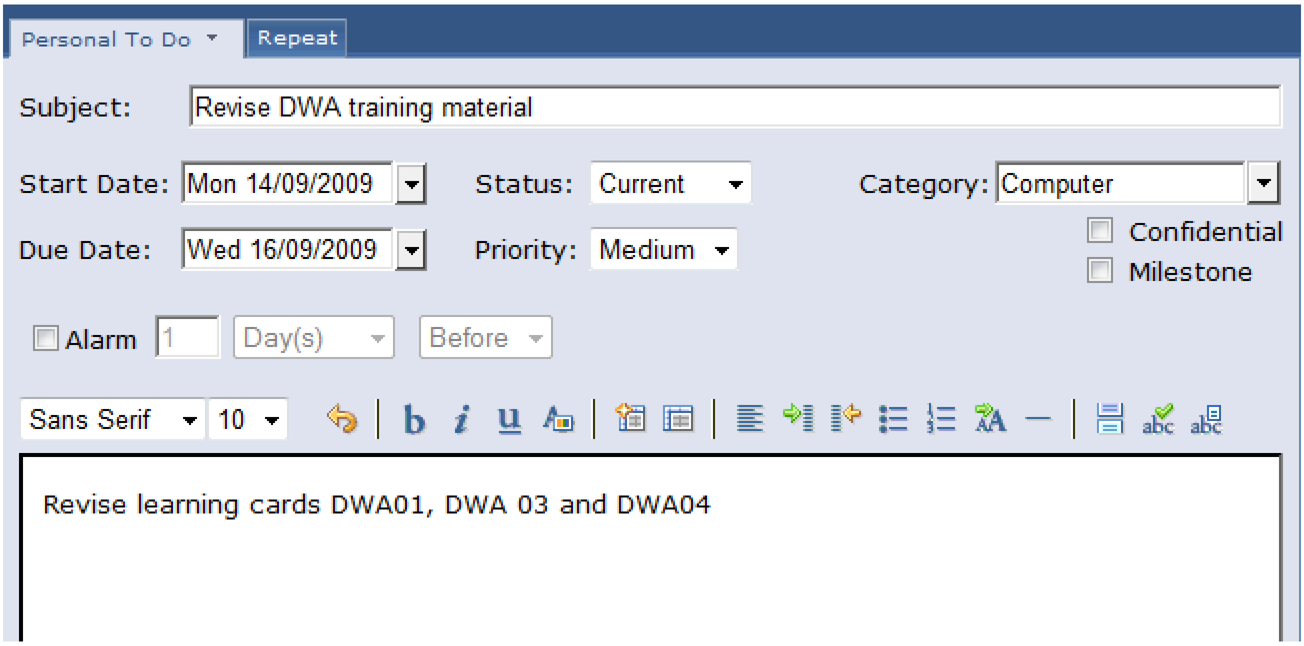
2. Enter the subject of the To Do in the **Subject** field.



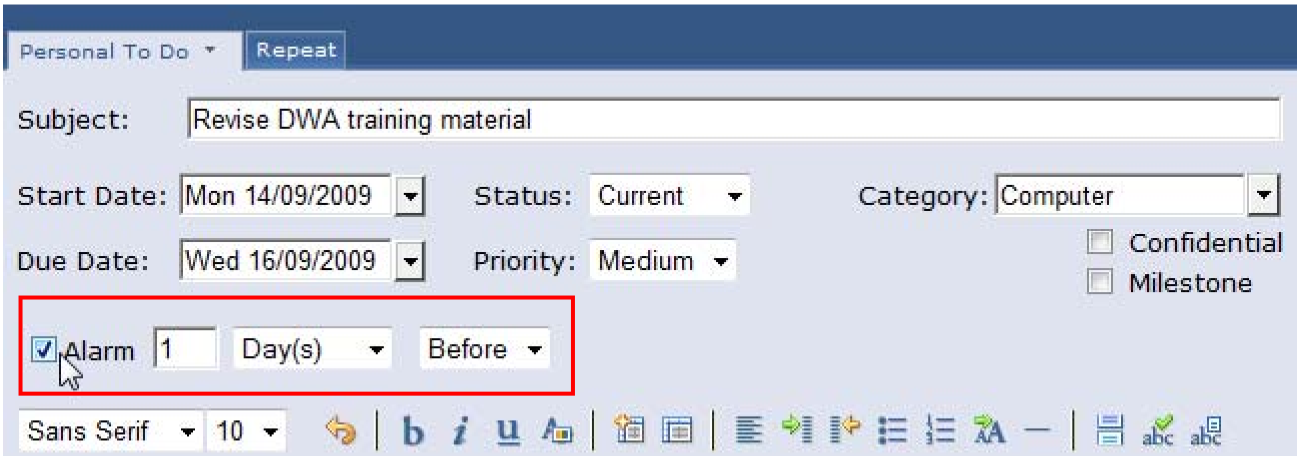
3. Select a start and end date for the To Do in the **Start Date** and **End Date** fields.

4. Select a **Priority** and **Category** if needed.

5. Enter details of the To Do in the bottom text box.



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

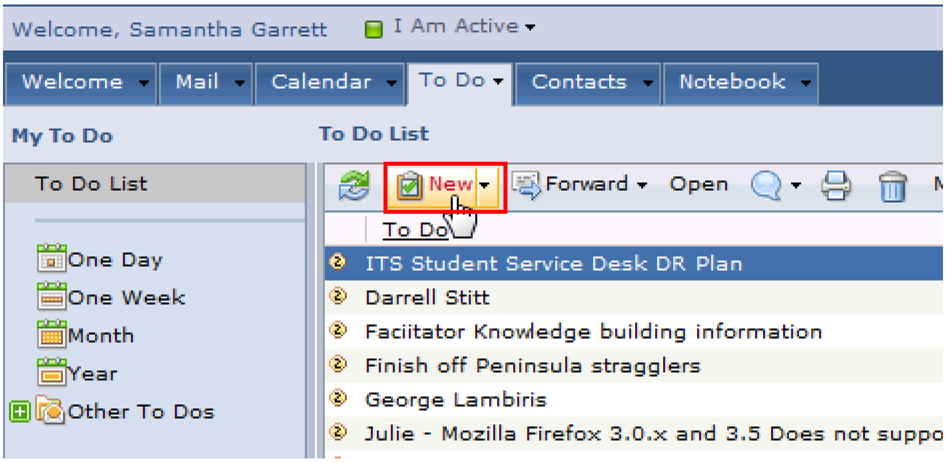


Tip: If you want to create a repeating To Do, please see **Create a repeating To Do** on page 5.

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

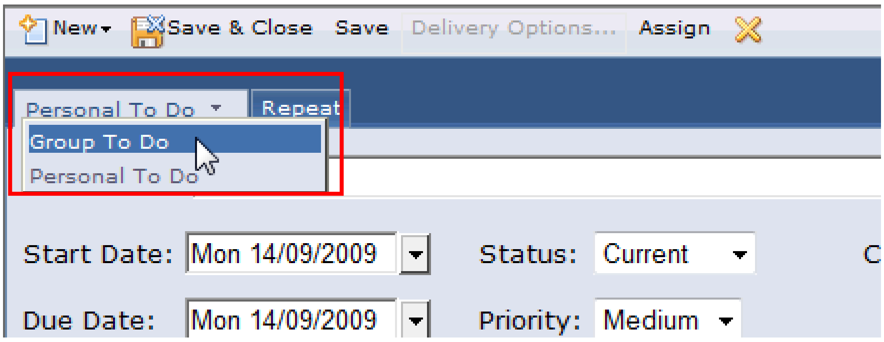
Create a group To Do

1. Click the **New** button.

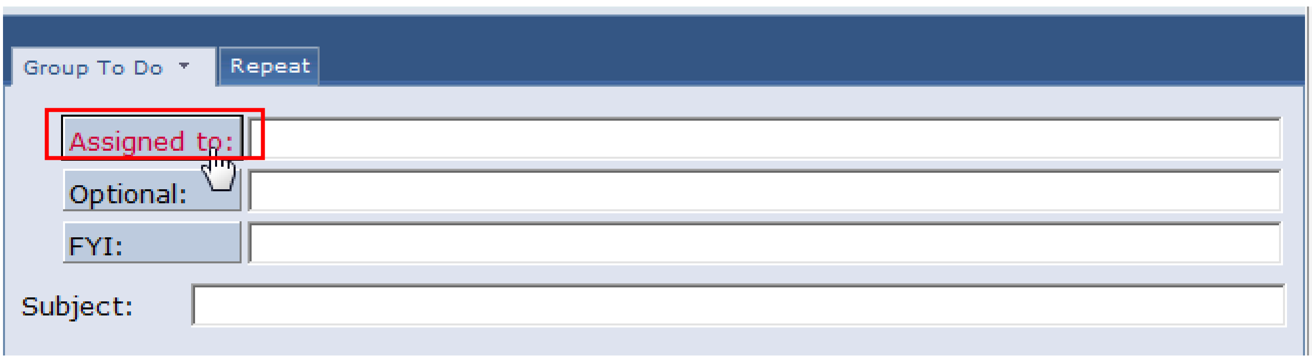


- The **To Do** window will open.

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

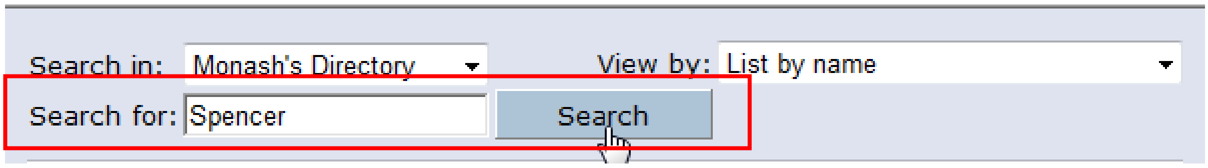


3. Click the **Assigned To** button.



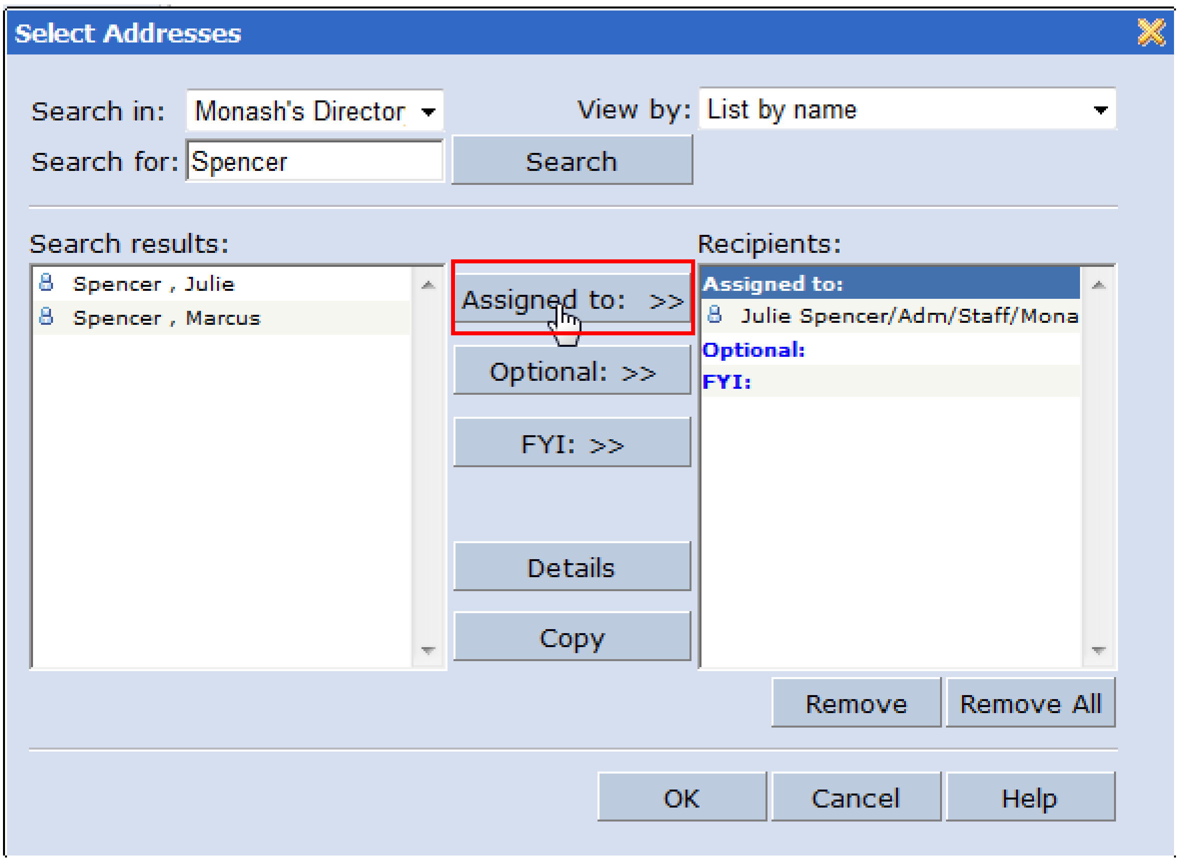
4. Select the **Monash Directory** from the **Search in** drop down box.

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

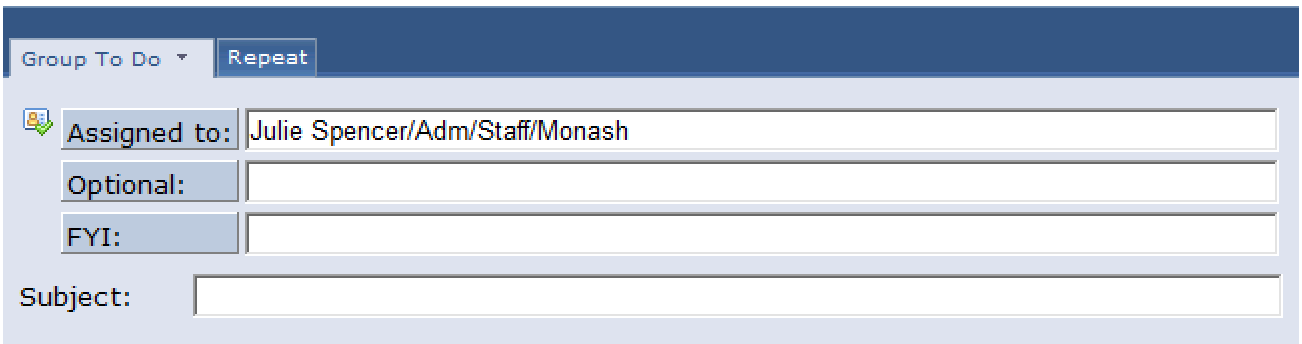


6. Highlight the correct person from **Search results** window. Then:

- 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.

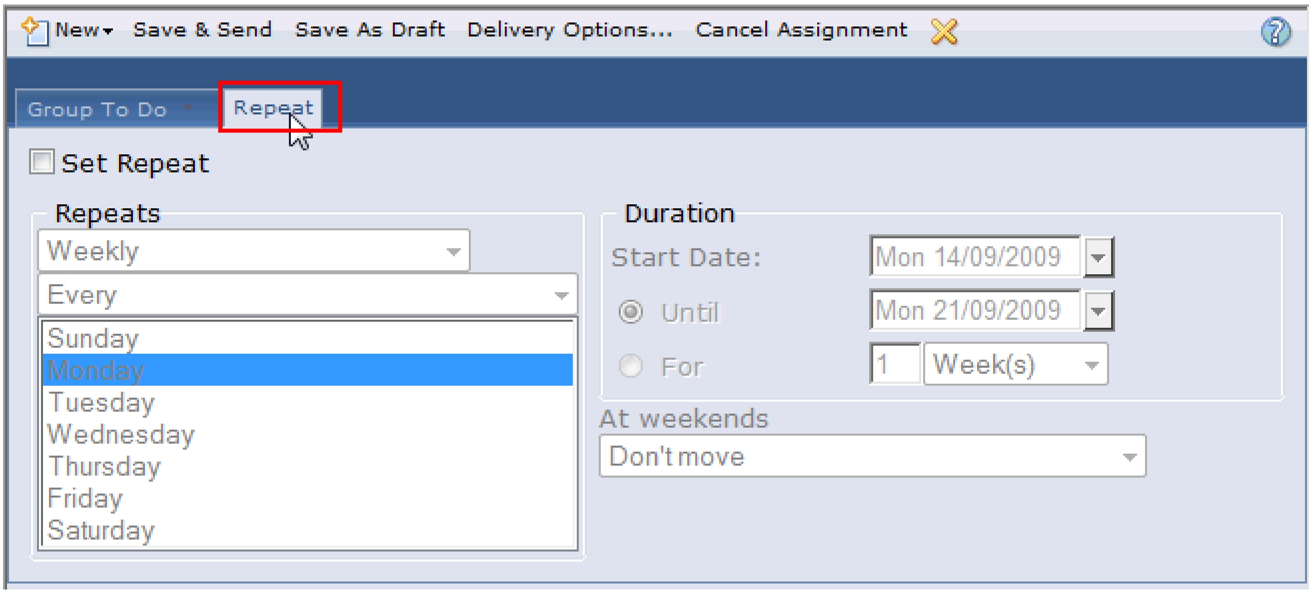
Create a repeating To Do

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

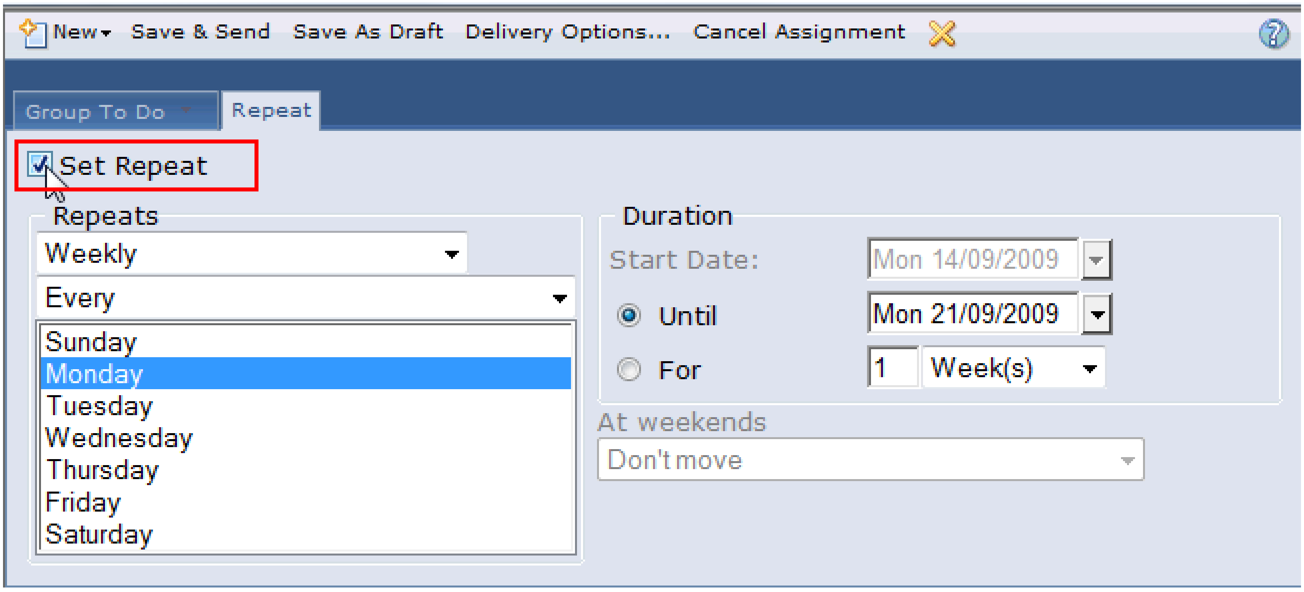
To create a repeating To Do:

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).