

Tip: To learn about assigning To Do items to other people, refer to *Working with group tasks (TD04)*.

Delegate access to your To Do list

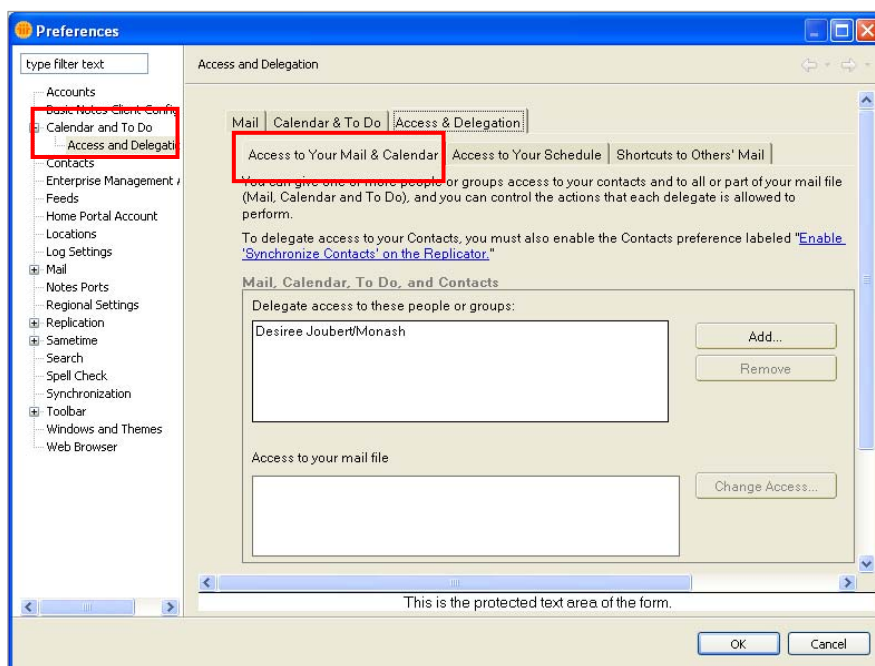
You can permit others to access your To Do list. To do so, you will need to give them delegate access.

You can use this feature to help you manage your To Do list. For example, you might want one of your colleagues to view your To Do list and respond to any To Do items that are critical.

If you are working collaboratively on a project, you may assign your team members access to your To Do list so they know what tasks you are working on. You can also grant access permissions on your Calendar, Contacts, and Tasks folders so that others can view, edit and delete them.

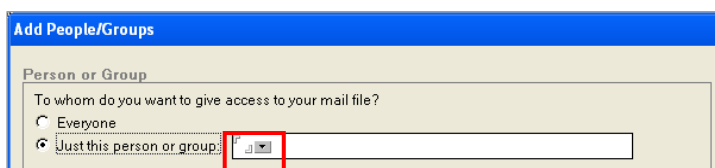
Access and Delegation

1. Click on the **File** menu > **Preferences** > **Calendar and To Do** > **Access & Delegation**.
2. Click the **Access & Delegation** tab and then select the **Access to Your Mail & Calendar**.

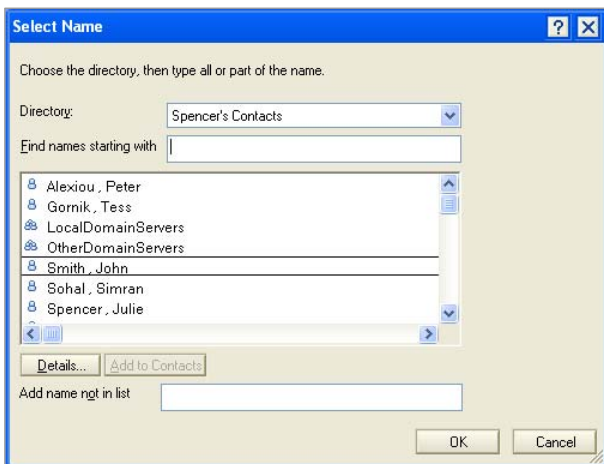


3. Click on the **Add** button to add a person's name from the **Monash** directory.

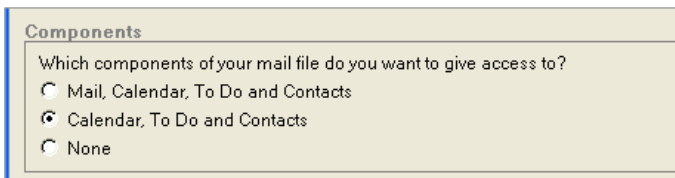
4. Click on the drop down arrow in the **Just this person or group** text field to open the **Select Names** dialog box.



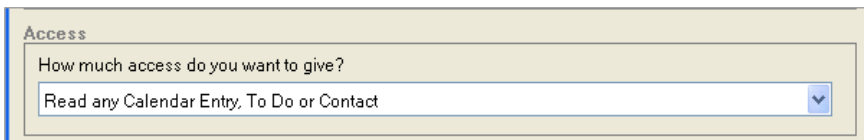
5. Select the name of the person you want to grant access to, and then click on **OK**.



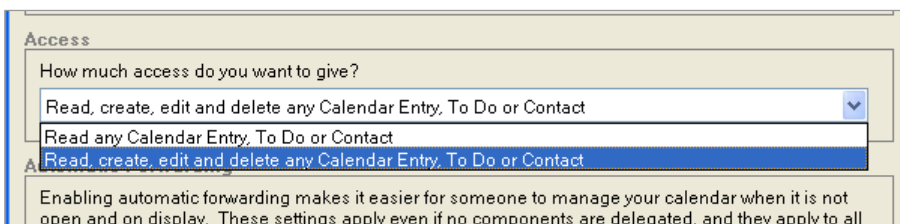
6. Under **Components**, select the **Calendar, To Do and Contacts** options.



7. Specify how much access you want to give. To only grant viewing only access leave this option as is.



8. To grant viewing and editing access, click on the drop down arrow and change this option to **Read, create, edit and delete any calendar entry, To Do or Contact**.

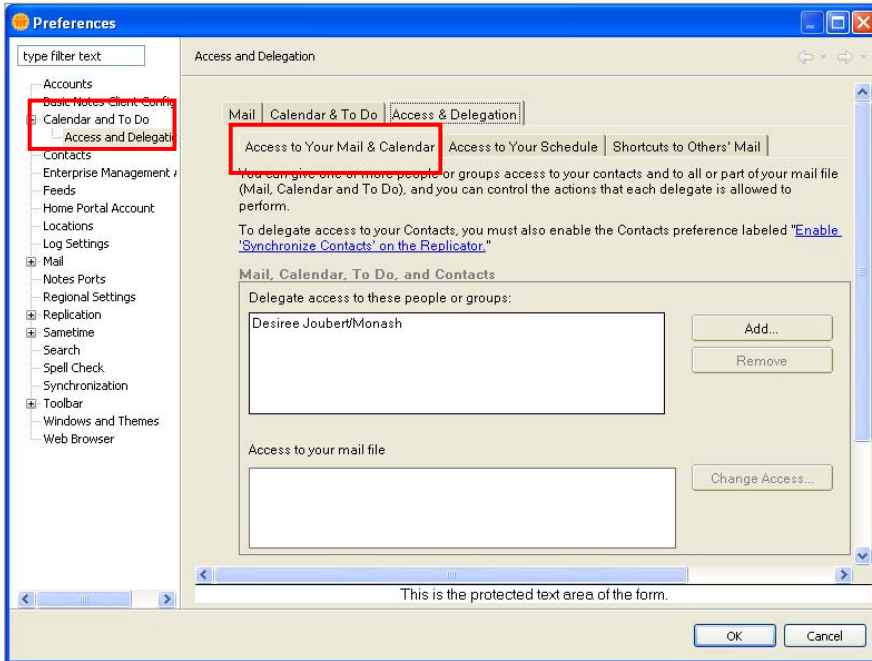


9. Click on **OK** to complete your action.

Removing delegate access

You can remove delegate access by using the **Preferences** dialog box.

1. Click on the **File** menu > **Preferences** > **Calendar and To Do** > **Access & Delegation**.
2. Click the **Access & Delegation** tab and then select the **Access to Your Mail & Calendar** tab.



3. Select the person's name and then click on the remove button.
4. Click on **OK** to complete your action.