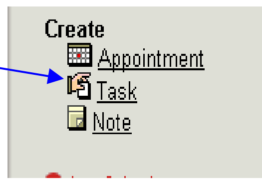
GroupWise Web

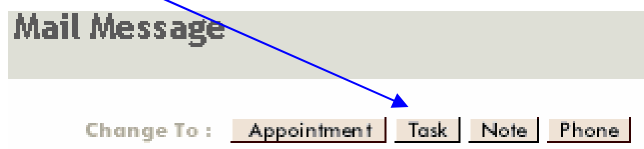
Tasks, Reminders and Checklists

Assigning Tasks

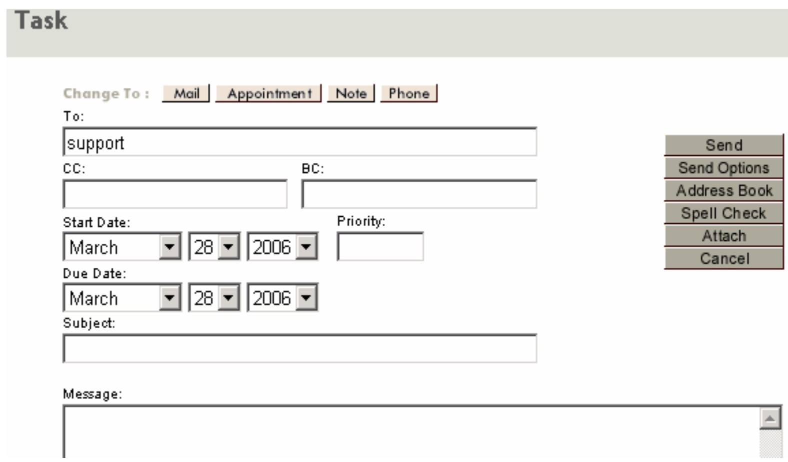
Tasks let you indicate which day you want the task to appear in the recipient's Calendar and which day you want the task completed. You can also assign a priority to the task.

1. From the GroupWise WebAccess main window, click the compose  Message, Appointment, Task, or Note button to display a mail message. Click Task to change the mail message to a task. From the HTML Calendar, click Create Task.





2. Click Address Book to add recipients in the To, CC, and BC boxes, or type a recipient's address in the To, CC, or BC box. The address can be a GroupWise user ID, GroupWise full name, or external e-mail address. Separate each address with a comma.



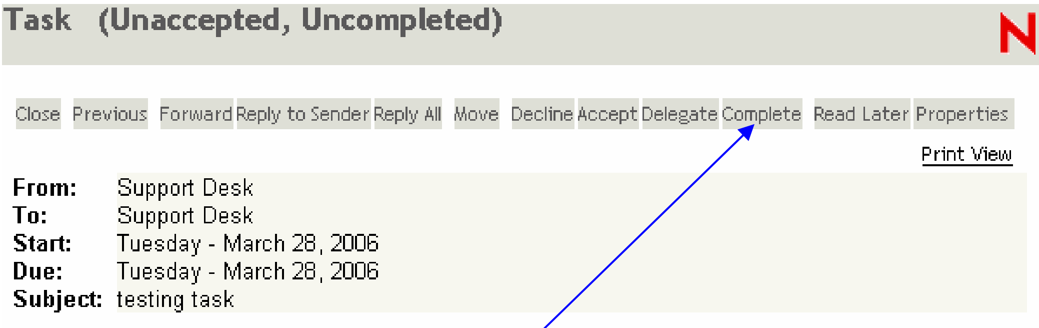
3. For the start date, specify the month, day, and year you want the task to first appear on the recipient's Calendar.
4. Type a priority. You can type a letter (such as A), a number (such as 1), or a letter-number combination with the letter first (such as A1).
5. For the due date, specify the month, day and year when you want the task to be completed.
6. Type a subject and message. You can include Web site locations or addresses (URLs) in both the Subject and Message boxes.
7. (Optional) Click Spell Check to spell check the message. For this feature to work, your browser must be enabled for Java.
8. (Optional) Click Attach to attach files to the message. For this feature to work, your browser must support attachments.
9. Click Send.

Assigning a Task to Yourself

To create a personal task that displays only in your Calendar, add your name only in the To box.

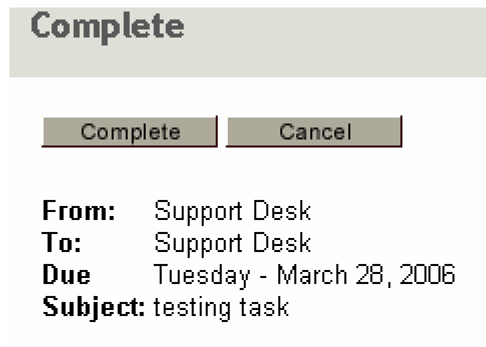
Marking a Task Complete

1. Click the Calendar icon in the Folder List to open the Calendar, go to the date of the task.
   If you have not yet accepted the task, click the Mailbox icon in the Folder List.
2. Click the task to open it.



3. Click Complete to display the Complete form.

4. Click Complete. The sender of the task can see that you completed the task by checking its status information.

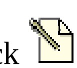


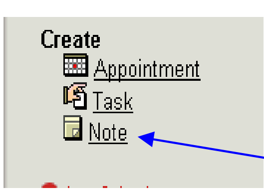
Reminder Notes

Reminder notes lets you indicate which day you want the note to appear on the recipient's Calendar. Because notes are posted in the recipient's Calendar, they are frequently used as reminders of specific events, such as days off, project deadlines, or birthdays.

Posted reminder notes are placed in your Calendar on the date you specify. They are not placed in your Mailbox or in any other user's Mailbox.

Writing a Note

From the GroupWise WebAccess main window, click  display a mail message, then click Note to change the mail message to a note.

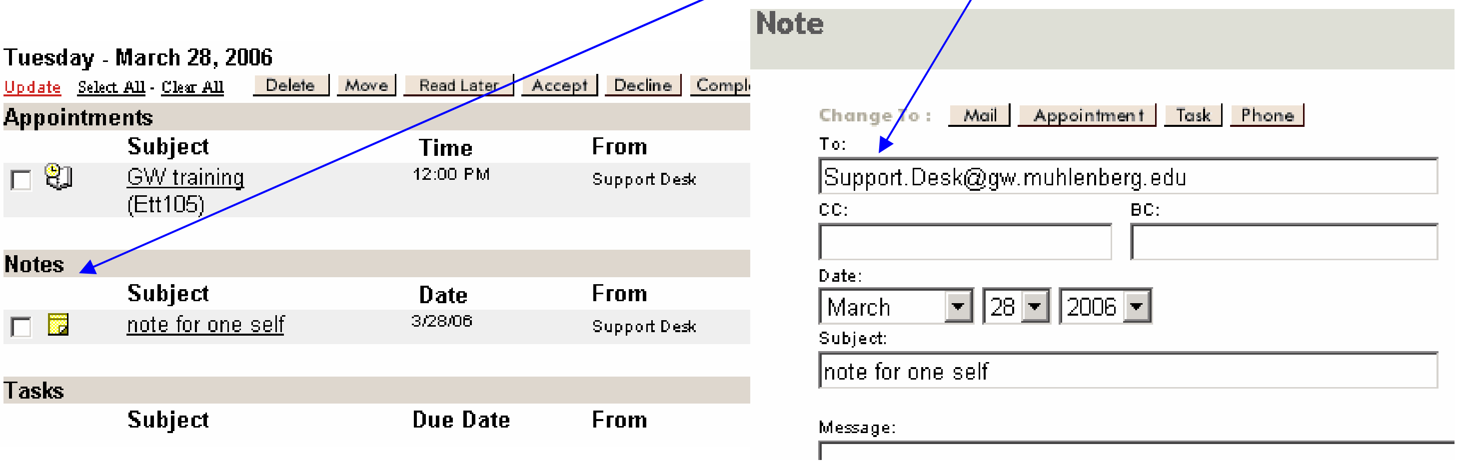


Or, from the HTML Calendar, click Create Note.

Scheduling a Reminder Note for Yourself

To create a personal note that displays only in your Calendar, add your name only.

When you accept the note, you will see it in the Notes area.



Scheduling a Reminder Note for Other Users

1. Click Address Book to add recipients in the To, CC, and BC boxes. Separate each address with a comma.
2. Specify the month, day, and year you want the note to appear on the recipient's Calendar.
3. Type a subject and message.
4. Click Send Options to select a security setting (classification), assign a priority (high, standard, low), request a reply, or select to receive return notification.
5. Click Send.

Accepting an Appointment, Note, or Task

When you receive an appointment, task, or reminder note, you might not be able to accept. In GroupWise, you can let the sender know if you accept or decline, specify a level of acceptance or availability, and add additional comments. You can also delegate the item to another user. The sender can find your response by checking the item's Properties.

1. Click the Mailbox icon in the Folder List or Click the Calendar icon in the Folder List, then go to the date of the appointment, task, or note.
2. Click the appointment, task, or note to open it, then click Accept.
3. If you want, type a message in the Comments to Sender box.
4. Click Accept.

The appointment, task, or note is removed from the Item List in your Mailbox and appears in your Calendar only. The sender can tell you've accepted the item by checking its status information.

Declining an Appointment, Note, or Task

1. Click the Mailbox icon in the Folder List or Click the Calendar icon in the Folder List, then go to the date of the appointment, task, or note. Or if you have already accepted the appointment, task, or note, click the Calendar icon in the Folder List to open the Calendar, then go to the date of the appointment, task, or note.
2. Click the appointment, task, or note to open it.
3. Click Decline.
4. If you want, type a message in the Comments to Sender box.
5. Click Decline.

   The appointment, task, or note is removed from your Calendar and Mailbox. The status of the item is updated in the sender's Mailbox to show that you have declined the item. If you commented when you declined the item, the sender can read your comments by checking the status information.

Delegating an Appointment, Note, or Task

1. Click the Mailbox icon in the Folder List or Click the Calendar icon in the Folder List, then go to the date of the appointment, task, or note. Or if you have already accepted the appointment, task, or note, click the Calendar icon in the Folder List to open the Calendar, then go to the date of the appointment, task, or note.
2. Click the appointment, task, or note to open it
3. Click Delegate to open a Delegate form.
4. Click Adress Book to add recipients in the To box.
5. Type a message.
6. Click Send.

The original sender can see that you've delegated the appointment, task, or note by checking the status information for the item. You can also check whether the delegated item was accepted or declined by opening your Sent Items folder and checking the status information for the delegated item.

Creating a Checklist in the Checklist Folder

Use the ☑Checklist folder to create a task list. You can move any items (mail messages, phone messages, notes, tasks, or appointments) to this folder and arrange them in the order you want. You can mark items Complete. You can assign items a due date, but the items do not display in your Calendar. The Checklist folder is a system folder.

Moving an Item to the Checklist Folder

1. To move an item you received, click the Mailbox icon in the Folder List. or to move an appointment, task, or note you've already accepted, click the Calendar icon in the Folder List.
2. Locate the item in the Item List.
3. Select the item by checking the box, then click Move at the top of the Item List.
4. Click the Checklist folder.

Assigning a Due Date to an Item in the Checklist Folder

1. Click the Checklist icon in the Folder List.
2. Locate the item in the Item List.
3. Click the item to open it, then click Checklist.
4. Click Activate Checklist Due Date, select a due date, click Save, then click Close.

Marking or Unmarking a Checklist Item Complete

1. Click the Checklist icon in the Folder List.
2. Locate the item in the Item List.
3. Click the check box to the left of the item, then click Complete at the top of the Item List.

   Items that have been marked Complete have a check mark next to them.

   To unmark an item, click the item to open it, click Checklist, deselect Complete, click Save, then click Close.