QUICK GUIDE – SHARING OUTLOOK TASKS
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SHARING TASK

There are 2 reasons for sharing tasks in an organization:

1) For PA to oversees all the tasks for an Executives
2) For a manager to assign a task to other staff
Sharing Task

Perform the steps below on the Task owner Outlook:

1) Select

2) Right Click

3) Select

4) Select

5) Click

6) Select a name from the UWA Directory and click

7) Click

8) Click

9) Click to confirm

On the user Outlook:
1) The shared task will appear under Shared Tasks
Assigning task

Perform the steps below on the Task owner Outlook:

1) Select

2) Select

3) Choose a task to be assigned

4) Right click and select

5) Click

6) Select a name from the UWA Directory and click

7) Click

8) Ensure the following options are selected if the task owner wants to keep track of the task

9) Click

10) The task recipient should Accept the assignment