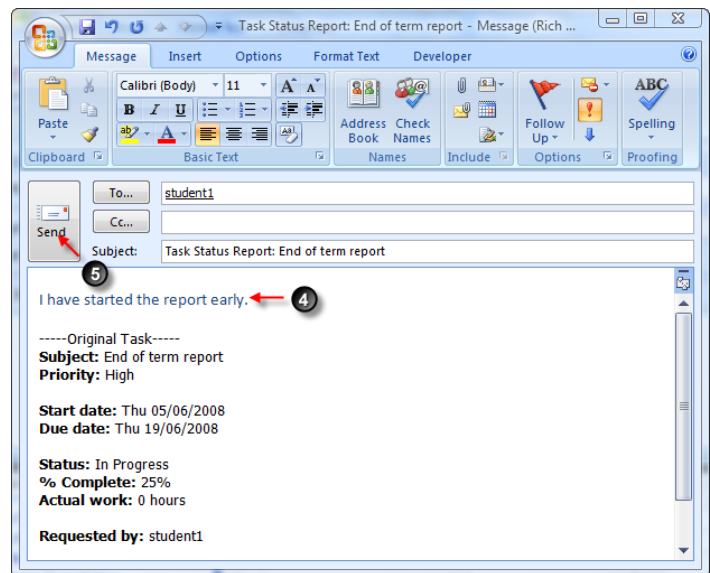


Microsoft Outlook – Assigning Tasks



Charis Alexandra Training Ltd

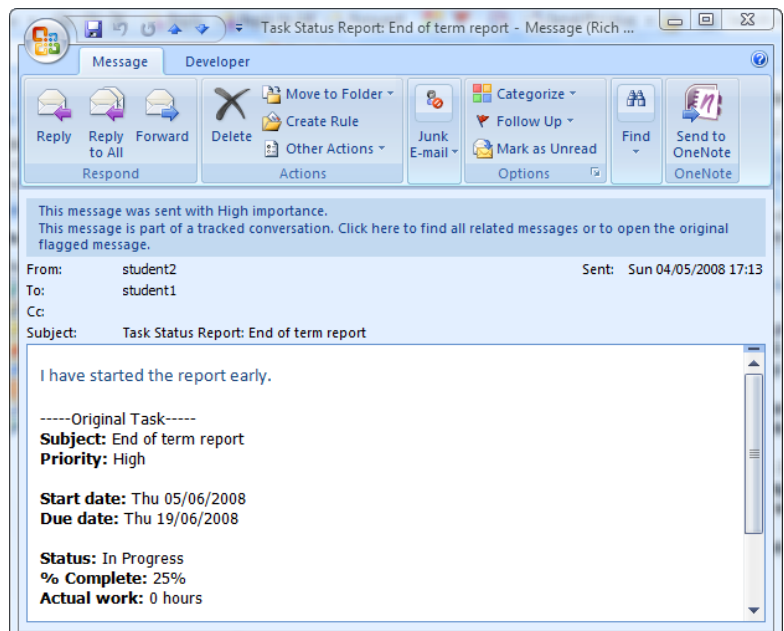
4. **Enter** you additional response.
5. **Click on Send.**



The response will be sent back to the Task creator (sender), the Task information will be updated automatically on the creator's (sender) task pad.

Preview:

Task update message from the task recipient (owner).



Once the Task Request has been completed by the recipient (owner), an email will be sent back to the task creator to notify that the task has been completed.