



How to share a task list in Outlook		
What are you going to do?	How to do it?	Where is it?
<p>This feature requires that you use a Microsoft Exchange. You can share task folders with other users using the same Exchange server.</p> <p>TIP: You can select any message, contact or task as private so that others can not see the subject by sharing folders.</p>		
<p>Share default task folder with specific people</p>	<p>Right-click on the task folder you want to share.</p> <p>Select Share Tasks from the Navigation pane.</p> <p>A new message opens with an invitation to share the task folder on the Exchange server.</p> <p>Enter recipient in the To box. You can also edit the information in the Subject.</p> <p>Click Send.</p> <p>Click OK if the information is correct.</p>	
<p>Share your default task folder with everyone</p>	<p>In Tasks, in the Navigation Pane, right-click the default Tasks folder.</p> <p>If you are using the Navigation Pane in Minimized view, click Navigation Pane, and then right-click the default Tasks folder.</p> <p>Click Change Sharing Permissions.</p> <p>On the Permissions tab, in the Name box, click Default.</p> <p>Under Permissions, in the Permission Level list, choose a permission level.</p>	





<p>Share a custom task folder with specific people</p>	<p>In Tasks, in the Navigation Pane, click Share My Tasks folder.</p> <p>In the To box, enter the name of the recipient for the sharing invitation message.</p> <p>Optionally, you can change the Subject.</p> <p>Optionally, you can request permissions to view the recipient's default Tasks folder. To do so, select the Request permission to view the recipient's Tasks folder check box.</p> <p>NOTE: If you want to request access to a tasks folder other than the default Tasks folder, you must send an e-mail message asking for permission to access that particular folder.</p> <p>In the message body, type any information that you want to include.</p> <p>Click Send.</p> <p>Review the confirmation dialog box, and then, if correct, click OK.</p>	
<p>Revoke or change other people's access to your task folders</p>	<p>You can change or revoke someone's access permissions to your task folders at any time.</p> <p>In Tasks, in the Navigation Pane, right-click the tasks folder for which you want to change permissions.</p> <p>Click Change Sharing Permissions.</p> <p>Edit as you want.</p>	

