

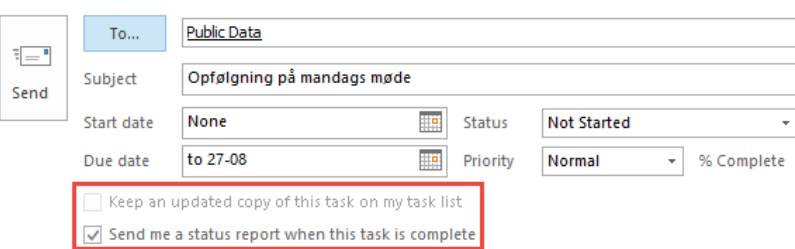




## How to delegate a task in Outlook

What are you going to do?	How to do it?	Where is it?
<p><b>Delegate a task to a colleague</b></p>	<p>Open the task you want to delegate.</p> <p>Click <b>Assign Task</b> on the <b>TASK</b> tab.</p> <p>Click <b>To</b>, and select a recipient.</p> <p>Choose whether to save a copy of the task on your task list.</p> <p>Choose whether you want the status report when the task is complete.</p> <p>Click <b>Send</b>.</p>	 <p>Mark Complete Assign Task Send Status Report</p> <p>Manage Task</p>  <p>To...</p>  <p>To... Public Data</p> <p>Send Subject Opfølgning på mandags møde</p> <p>Start date None Status Not Started</p> <p>Due date to 27-08 Priority Normal % Complete</p> <p><input type="checkbox"/> Keep an updated copy of this task on my task list</p> <p><input checked="" type="checkbox"/> Send me a status report when this task is complete</p> <p>Send</p>

