

Title: Scheduling Tasks Using Quick Add

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Author: Jane83

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You can schedule tasks through Web-Based Email's calendar by using the Quick Add feature. To Schedule a Task Using the Quick Add Feature Click the Calendar button. In the Quick Add box, select Task and type the subject of the task. To specify a due date, from the Due Date list, select a date. To set a priority for the task, from the Priority list, select a priority level. To notify someone of a task or assign the task to another person, in the Notify/Assign field, type the name of the person. Click Add Task.