

Using the EagleMail Tasks List

Creating a Task List

Organize your tasks by status or due date, using a task list.

1. From the **Task** tab, click the **New Task List** button.

*Note: The **Create New Task List** window is displayed.*

2. Type the desired task list name in the **Name** field.
3. Click the **Color** pull-down arrow and select a color.
4. Click the **OK** button.

*Note: The new list is displayed alphabetically in the **Tasks** list.*

Creating a Task

A task is an activity that needs to be accomplished within a specific period of time.

1. From the **Tasks** tab, click to select the list where you want to add the task and click the **New** button on the toolbar.

*Note: The **Task** page is displayed.*

2. Type a description in the **Subject** field.
Note: You can give the task a priority, assign it to a different list, state the progress, apply a percentage, and change the start/due dates.
3. When you are finished, click the **Save** button.

Attaching a File to a Task

You can attach an unlimited number of files, up to 50MB each.

1. From the **Tasks** tab, click the right-click the task you want to work with and choose **Edit** from the menu.

*Note: The **Task** page is displayed.*

2. Check the **Add Attachment** button on the toolbar.
*Note: The **Attachments** section is displayed. To attach additional files, click the **Add Attachment** button.*

3. Click the **Browse** button.

*Note: The **File Upload** window is displayed.*

4. Locate the desired file and double-click to select it.
*Note: The file path is displayed in the **Attachments** field.*

5. When you are finished, click the **Save** button.

Note: The task is displayed in the list.

Marking a Task Complete

Once you have finished a task, you can mark it as complete

1. From the **Tasks** tab, right-click the task you want to mark Complete and choose **Edit** from the menu.

*Note: The **Task** page is displayed.*

2. Check the **Progress** checkbox
3. When you are finished, click the **Save** button.

*Note: The task is displayed in the list with a **Completed** status.*

Deleting a Task

You cannot undo the deletion of a task.

1. From the **Tasks** tab, right-click the task to be deleted and choose **Delete** from the menu.

*Note: The **Confirmation** window is displayed.*

2. Click the **Yes** button.

Note: The task will be immediately deleted from the list.

Deleting a Task List

You can delete any list except the default - **Tasks**.

1. From the **Tasks** tab, right-click the list to be deleted and choose **Delete** from the menu.

*Note: the **Confirmation** window is displayed.*

2. Click the **Yes** button.

*Note: The list and its tasks are deleted. If someone shared the list with you, this action merely removes it from your **Tasks** list.*

Sharing a Task List

By default, a task list is shared with no one. You (Grantor) can share your list with anyone (Grantee).

1. From the **Tasks** tab, right-click the desired list name and select **Share Task List** from the menu.

*Note: The **Share Properties** window is displayed.*

2. Verify the **Internal users or groups** button is selected.
3. Type the Grantee's EagleMail address in the **Email** field.
4. From the **Role** section, click the most appropriate access.
*Note: **Viewer** - they can only see it, **Manager** - they have full permissions, but cannot delete it, and 3) **Admin** - they have the same permissions as Manager plus they can share your task list.*
5. Click the **OK** button.

Note: The Grantee will be sent a share request email message.

Responding to a Share Request

When someone shares a task list with you, you will be sent email messages requesting acceptance.

1. From your **Mail** tab, locate and open the share request email message in your inbox.
2. Click the **Accept Share** button above the **Subject** field.

*Note: Alternately you can decline the share by clicking the **Decline Share** button. The **Folder Properties** window is displayed. You can modify the name and color of the list.*

3. When you are finished, click the **Yes** button.

*Note: The list is displayed in the **Tasks** list.*

Making a Task List Public

You can globally allow anyone to see the contents of a task list in EagleMail.

1. From the **Tasks** tab, right-click the list you want to make public and choose **Share Task List** from the menu.

*Note: The **Share Properties** window is displayed.*

2. Click the **Public** button.
3. When you are finished, click the **OK** button.

Linking to a Shared/Public List

Once someone (Grantor) shares a task list with you or makes it public you can link to it in EagleMail.

1. From the **Tasks** tab, right-click on the word **Tasks**, at the top of the **Tasks** list, and select **Link to Shared Task List** from the menu.

*Note: The **Link to Shared Folder** window is displayed.*

2. Type the Grantor's My.Emich email address (e.g. krobertso1@emich.edu) in the **Email** field.
3. Type the name of the list (along with the path) in the **Path** field.

*Note: You can type a task list display name in the **Name** field and can choose a color from the **Color** field.*

4. Click the **OK** button.

*Note: The list is displayed in the **Tasks** list.*

Revoking Task List Permissions

You can edit or revoke task list permissions as any time.

1. From the **Tasks** tab, right-click the shared list and choose **Edit Properties** from the menu.

*Note: The **Folder Properties** window is displayed.*

2. From the **Sharing for this folder** section, locate the permissions you want revoked and click the **Revoke** link.

*Note: Alternately, click the **Edit** link to change the permissions.*

*The **Revoke Share** window is displayed.*

3. Click the **Yes** button and then the **OK** button.

*Note: Permissions have been revoked. Your list will remain in their **Tasks** list and they will continue to have access to your list until they log out of EagleMail.*

Additional Task List Information

- You cannot set a reminder for a task.
- Click and drag a task to move a task between task lists.
- The maximum attachment size is 50MB.
- The overall quota for the Tasks List is unlimited.
- You can sort tasks by status or due date
- You can prioritize tasks as high, normal, or low. Prioritization is subjective, meaning it is up to you what these prioritizations mean.

Training & Support Resources

For assistance with EagleMail Tasks List contact the IT Help Desk at (734) 487-2120 or it.helpdesk@emich.edu.