

Mac OS 10.6 (Snow Leopard) Mail/iCal Tasks Quick Reference Guide

A. Create a task from iCal

1. In iCal, select your Exchange account's **Tasks** calendar. *If you do not see your To Do items in your iCal window, click the pushpin icon in the lower right corner of the iCal window.*
2. From the **File** menu, select **New To Do**.
3. Type a title for the task.
4. If you would like to add other details, double-click the new task. You can adjust the following:
 - a. Priority
 - b. Private/Not Private
 - c. Due Date
 - d. Alarm (a.k.a. Reminder)
 - e. Note
5. Once you have set the details as you prefer, click the **Close** button.

NOTE: You can now see this task when viewing your Reminders > To Do items in Mail.

B. Create a task from Mail

1. In Mail, click the **To Do** button on the tool bar.
2. Type a title for the task.
3. You can then adjust the following:
 - a. Date Due
 - b. Priority
 - c. Alarm (a.k.a. Reminder)

NOTES:

- You can now see this task when viewing your To Do items in iCal.
- If you want to create a To Do item from within Mail with the contents of a mail message, you'll need to copy/paste the details into a new task.

C. Edit a Task

You can change information about the tasks, such as priority, private, due date, alarm, or notes, and whether or not it's complete by double-clicking the task to open it. Edit the information.

D. Mark a task as complete

You can mark a task as complete at any time.

1. Double-click the task to open it.
2. Check the box for **Completed**.

E. Show/Hide completed To Do items

1. From the **iCal** menu, select **Preferences**.
2. On the **Advanced** tab, set your preferences for viewing/hiding completed To Do items by using the checkboxes and setting the number of days as you prefer.

F. Re-activate a completed task

While you have completed To Do items showing, you can *uncheck* the box next to any item to change it back to incomplete.

G. Change the display order of tasks

You can adjust the display order of your tasks in two ways in iCal:

1. Drag the To Do items into the order you want.
2. Automatically sort your To Do items by due date, priority, or title from the pop-up menu at the top of the To Do list.

H. Tasks from those on Outlook

If someone using Outlook sends you a task, you'll receive it as an email in Mail. The task is automatically added by Exchange to your Tasks list and will appear there without any action on your part.

I. Tasks from those on iCal

If someone uses iCal to send you a new task, you'll receive it as an .ics file. *Double-click* the file to open it via iCal. iCal will prompt you to import the task to a calendar. Select the **Tasks** calendar.

J. Sending Tasks to Others

You can send a task to a team member by following these steps:

1. In iCal, create a task.
2. **Ctrl-click** on the task, and select **Mail To Do**.
3. An email message will open with the task attached as a .ics file. Fill in the email address for the person you want to send the task to.

NOTES:

- The task will remain in your To Do list. If you wish to remove it, you can select the task and hit **Delete**, or you can mark it as completed.
- You will not receive notification on the status or completion of tasks when the user you assign tasks to uses Mail/iCal.

K. Smartphones

- Windows Mobile devices configured to work with Exchange and Blackberries connected to the campus BES service will automatically have their tasks on their smartphones.
- iPhones do not currently have the ability to access Exchange tasks.
- Other smartphones may or may not work with tasks.