

Using the calendar

Creating a task

1. To create a task, click New Task.



2. Place the cursor in the title box and type the name of the task. This entry will appear in the month view of the calendar.

Title	Call Mr Cooper regarding this terms objectives.
--------------	-------------------------------------------------

3. Select the start and end date, as well as the times of the task by clicking the drop down menus.

Start	16	August	2006	...	10	:	05
Due	16	August	2006	...	10	:	05

4. You can add more information by placing the cursor in the description box. This will allow you to type more information about your task. This information will appear in the 'task details' area.

Description	We need to discuss.....
--------------------	-------------------------

5. When you are ready, click 'save' to complete the process.

