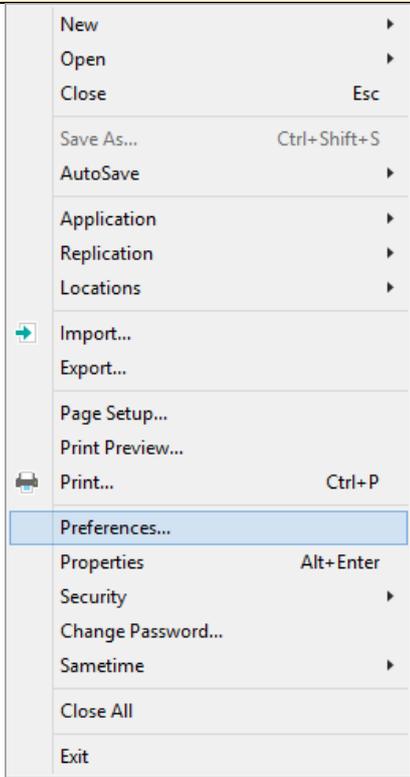
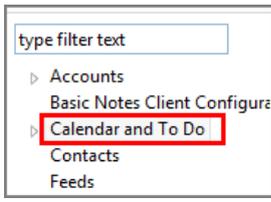
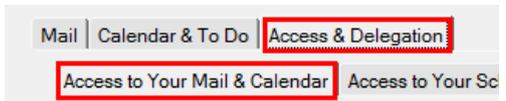
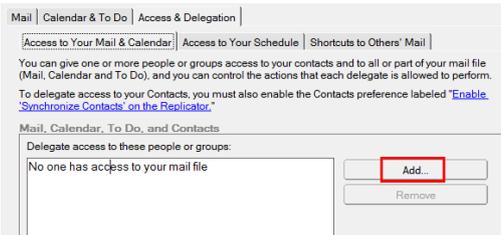
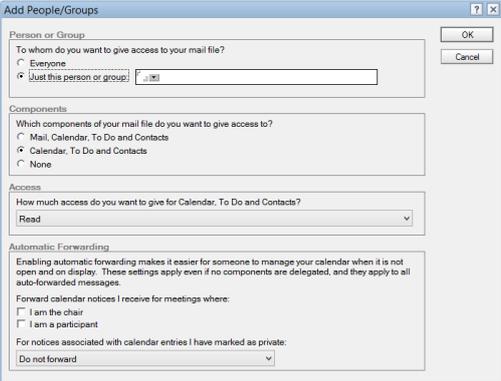
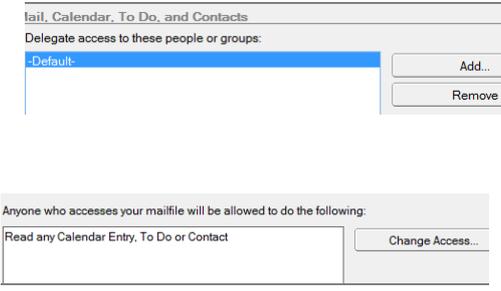




| How to give access to a shared task list in Notes           |  |   |
|---|--|---|
| What are you going to do?                                   | How to do it?  | Where is it?  |
| <p><b>Give others access to your task list in Notes</b></p> | <p>Choose <b>File &gt; Preferences</b>.</p><br><p>Choose <b>Calendar and To Do</b> in the left side.</p><br><p>Choose <b>Access &amp; Delegation</b> i the right side – and then <b>Access to Your Mail</b>.</p> | <br><br> |





|   |  |   |
|---|--|---|
|   | <p>Click on <b>Add</b> to choose who you will give access.</p> <p>The dialog Add People/Groups opens.</p> <p>Select under <b>Person or Group</b> who should have access.</p> <p>Select under <b>Components</b> which components the person or group can access.</p> <p>Select under <b>Access</b> how much they can access.</p> <p>Click the <b>OK</b> button to close the dialog box.</p>   |      |
| <p><b>Change, add or delete access you have already given to a person or group.</b></p> | <p>Select <b>File &gt; Preferences.</b></p> <p>Choose <b>Calendar and To Do</b> from the left side.</p> <p>Choose <b>Access &amp; Delegation</b> from the right side - then <b>Access to Your Mail.</b></p> <p>The first list shows who has access.</p> <p>To delete an individual or group on the list, click <b>Remove.</b></p> <p>To add a person or group, click <b>Add.</b></p> <p>The second list shows what access the person or group already has. To change this level of access, click <b>Change Access.</b></p> |   |

