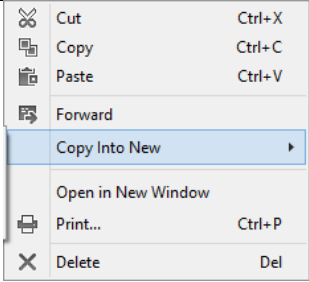
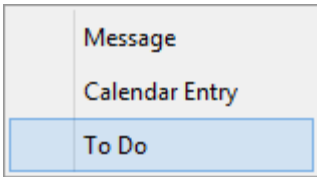





How to create a To Do in Notes		
What are you going to do?	How to do it?	Where is it?
<p>Create a To Do</p>	<p>Choose To Do.</p> <p>Click on New in Action Bar.</p> <p>A new task window opens. Fill in relevant information.</p> <p>Click Save and Close on the Action Bar to close the dialog box and save the task.</p>	
<p>Create a task directly from an e-mail or a calendar item</p>	<p>Right-click on e-mail or calendar item.</p>	





	<p>Choose from the menu Copy into New > To Do.</p> <p>Fill in relevant information for the task.</p> <p>Click Save and Close on the Action Bar to close the dialog box and save the task.</p>	  
<p>Create a recurring task</p>	<p>Create a new task.</p> <p>Click on the Repeat link.</p> <p>Select the setting for the task to be repeated.</p> <p>Click the OK button to close the dialog box Repeat Options.</p>	