

How to give access to a shared task list in Notes			
What are you going to do?	How to do it?	Where is it?	
Give others access to your task list in Notes	Choose File > Preferences .	NewOpenCloseEscSave AsCtrl+Shift+SAutoSaveApplicationReplicationLocationsImportExportPage SetupPrint PreviewPrint.Ctrl+PPreferencesPropertiesAlt+EnterSecurityChange PasswordSametime	
	Choose Calendar and To Do in the left side.	Close All Exit type filter text Accounts Basic Notes Client Configura Calendar and To Do Contacts Feeds	
	Choose Access & Delegation i the right side – and then Access to Your Mail .	Mail Calendar & To Do Access & Delegation Access to Your Mail & Calendar Access to Your Sc	



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Read more about personal planning in the book: Planlæg bedre – få mere tid by Kirsten Andersen, Mariann Bach Nielsen and Claus Bekker Jensen © www.planlaeg.dk You can also read the book in English: Plan Better – Get More Time – www.planbetter.dk



	Click on Add to choose who you will give access.	Mail Calendar & To Do Access & Delegation Access to Your Mail & Calendar) Access to Your Contacts and to all or part of your mail file You can give one or more people or groups access to your contacts and to all or part of your mail file (Mail, Calendar and To Do), and you can control the actions that each delegate is allowed to perform. To delegate access to your Contacts, your must also enable the Contacts preference labeled "Enable. Smethonize Contacts on the Relicitor." Mail, Calendar, To Do, and Contacts Delegate access to these people or groups: Add
	The dialog Add People/Groups opens.	Add People/Groups ? X Person or Group OK
	Select under Person or Group who should have access.	To whom do you want to give access to your mail file? Cerepton Guerdan, To Do and Contacts Ninic components Components Contact, To Do and Contacts None Contact, To Do and Contacts None Contact, To Do and Contacts
	Select under Components which components the person or group can access.	Access How much access do you want to give for Calendar. To Do and Contacts? Read Automatic Forwarding Enabling automatic forwarding Enabling automatic forwarding makes it easier for someone to manage your calendar when it is not open and on display. These settings apply even if no components are delegated, and they apply to all auto-forward calendar notes i receive for meetings where: I am the chair
	Select under Access how much they can access.	I em a participant For notices associated with calendar entries I have marked as private: Do not forward v
	Click the OK button to close the dialog box.	
	Select File > Preferences.	Mail Calendar To Do and Contacts
Change, add or delete access you have already given to a person or group	Choose Calendar and To Do from the left side.	Delegate access to these people or groups: Default- Add Remove
	Choose Access & Delegation from the right side - then Access to Your Mail .	Anyone who accesses your maiifile will be allowed to do the following: Read any Calendar Entry. To Do or Contact Change Access
8.041	The first list shows who has access.	lail, Calendar, To Do, and Contacts
	To delete an individual or group on the list, click Remove .	Delegate access to these people or groups: -Default- Add Remove
	To add a person or group, click Add .	
	The second list shows what access the person or group already has. To change this level of access, click Change Access .	Anyone who accesses your mailfile will be allowed to do the following: Read any Calendar Entry, To Do or Contact Change Access

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