

Create a to do item

View to do item priority

Sort by a column

See items assigned to you

See items you assigned to others

Show or hide the preview panel

Subject	Due Date ▲	Status
① Submit project status to Philippe	07/12/2010	In Progress
② Make presentation for Friday meeting	07/15/2010	In Progress
② Script due		In Progress
▶ Check Feed		Not Started
▶ Spend 1/2 hr on Feedback		Not Started
▶ wiki		Not Started

Basics Tasks

Task	Action
Open To Do	Click Open ▶ To Do .
Create a to do item	Click New ▶ To Do .
Add or change due date or priority	While creating or editing a to do item, select a due date under Due by or a priority under Priority .
Delete past to do items using calendar cleanup	Click More ▶ Calendar Cleanup at the top of the calendar. Select Entries older than and specify a time range, or select Entries occurring before and specify a date. Select Calendar entries, To Do entries, or both.
Create a to do item from a calendar entry or email	Select the email or calendar entry, click More above the message list, and then click Copy Into New ▶ To Do .

Assigned to do items

Task	Action
Send a message to To Do owner or assignee	<ol style="list-style-type: none">1. Open the to do item.2. Click Participant Actions or Owner Actions and then click Send Message to All Invitees, Send Message to Invitees Who Have Responded, or Send Message to Invitees Who Have Not Responded.
View responses to a to do assignment	Open the to do item. Click Actions ► View Invitee Status
Respond to a task assigned to you	Open the to do assignment, click Accept, Decline, Delegate or Respond with comments.
Propose a new due date	Open the to do assignment, and click Propose New Date. To see when participants are available, click the Check schedules button.

Change To Do settings

Task	Action
Change the background color for to do items on the calendar	Click File ► Preferences , click the Calendar and To Do section , click the Colors tab, and then specify background and text colors for To Do.
Change the sound that plays for alarms	<ol style="list-style-type: none">1. Click File ► Preferences, and then click Calendar and To Do.2. Click Alarms.3. Select a sound in the Default sound field. Click Play to test the selected sound.
Display overdue To Do items on the current day	<ol style="list-style-type: none">1. Click File ► Preferences. Macintosh IS X users: Click Lotus Notes ► Preferences.2. Click Calendar and To Do, and then click Views.3. Select Display overdue To Do items on the current day.