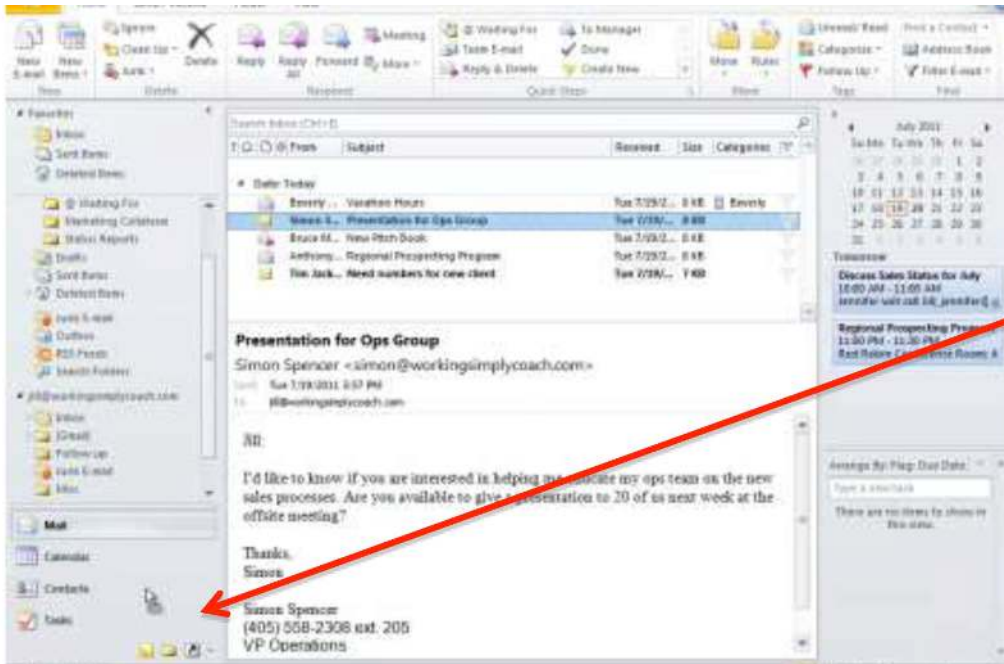


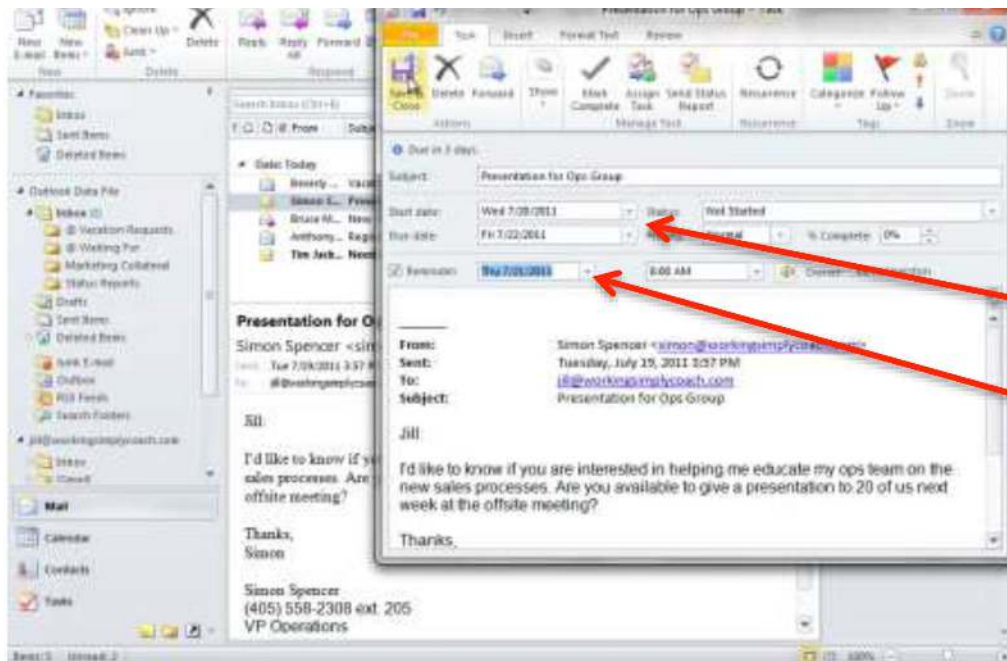
Convert an eMail to a Task

Easily track the emails that you need follow-up on by turning them into a task.

STEP 1



Select the email and drag it to the "Task" tab menu on the side.



Notice the "Task" window opens. Select a start date and a due date. If needed, you can also schedule a reminder. Click "Save & Close" and notice that the task is now in your "Task" list.