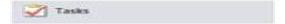


- Move the original email to your Archives folder or Delete the original email.
- Convert & Move | Delete
- 8. Convert email to Task
- Drag and drop the email from your Inbox to the Navigation Pane (left side/bar) on the Tasks icon:



The e-mail will be copied into a task with its original text.

Schedule the task.



- Move the original email to your Archives folder or Delete the original email.
- Convert & Move | Delete

Notes

- When the Due Date (Forfal/sdato) is passed and the task is not done: the task will automatically move forward
 and follow the current day in you To-Do Bar under the Calendar view.
- Some Drag&Drop alternatives:
 - Left click, drag&drop to the Tasks icon → automatically transforms your email into a task with the email text copied.
 - Right click, drag&drop to the Tasks icon -> choose between create a task with the email's text, with the
 email in attachment or to move the email to a task with the email in attachment.

Shift from "Inbox based work method" to "tasks based work method". Inbox/email work method -> Task based work method

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Nancy Conner, Matthew MacDonald

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