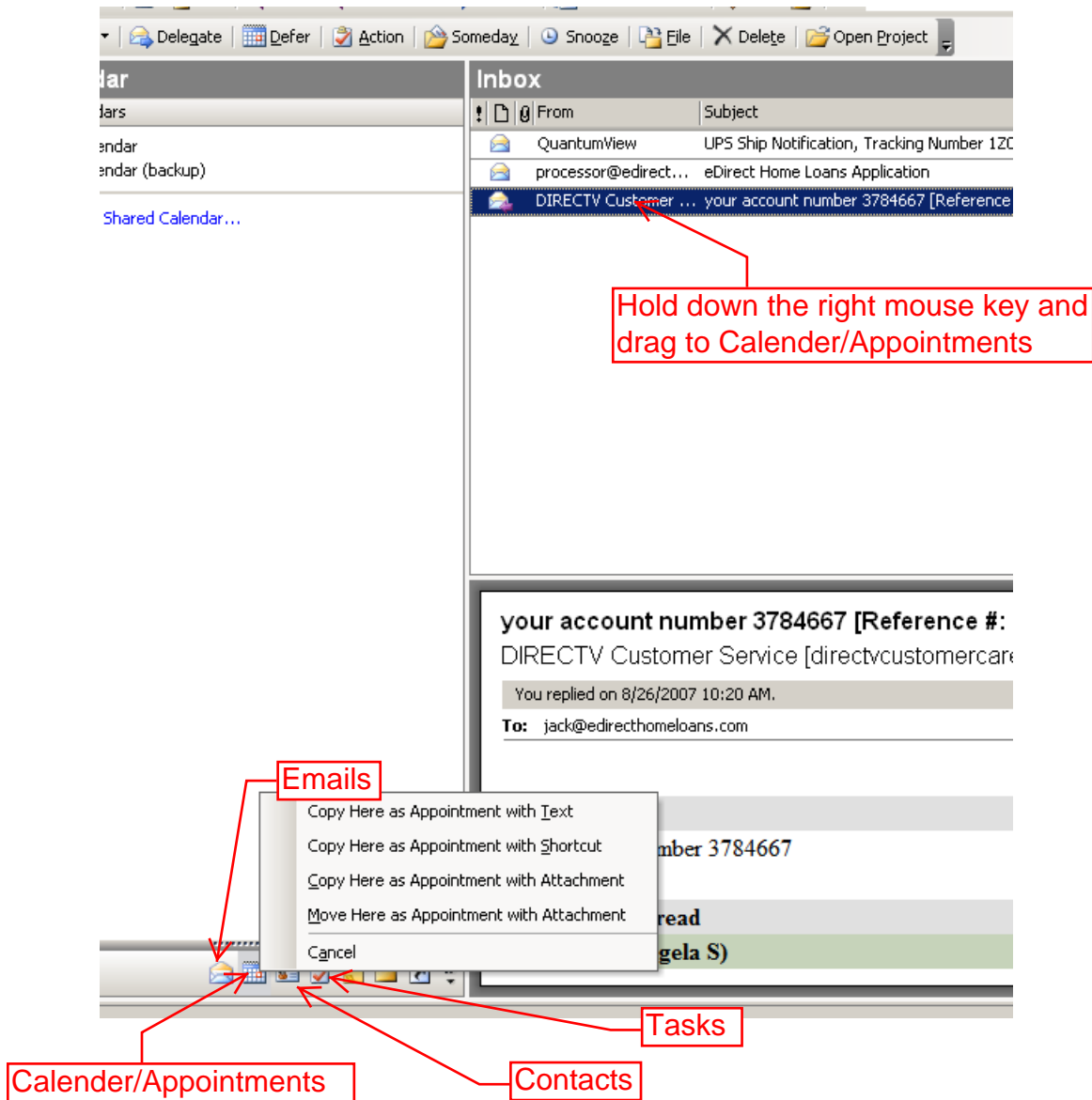


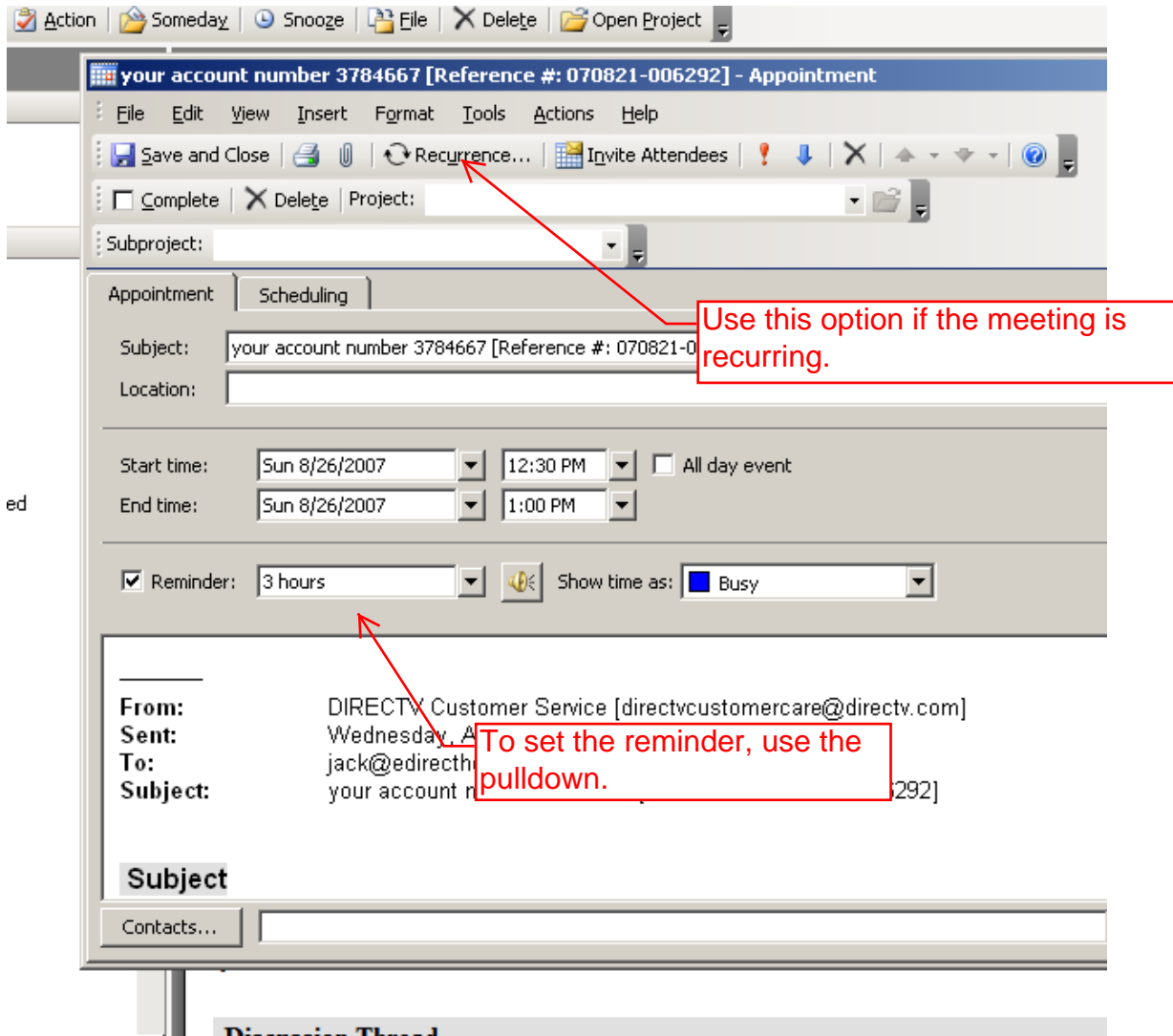
The purpose of this document is to show you how to use Outlook and your inbox to create tasks and appointments. The benefit is to have a place for those important emails that you have to follow-up. You can move or copy these emails, task yourself or others and invite colleagues to a meeting.

1. The image below is an example of a right click and hold and drag to the appointment (calendar) icon. If you left click and drag it will automatically create a copy instead of giving you the 5 options below:

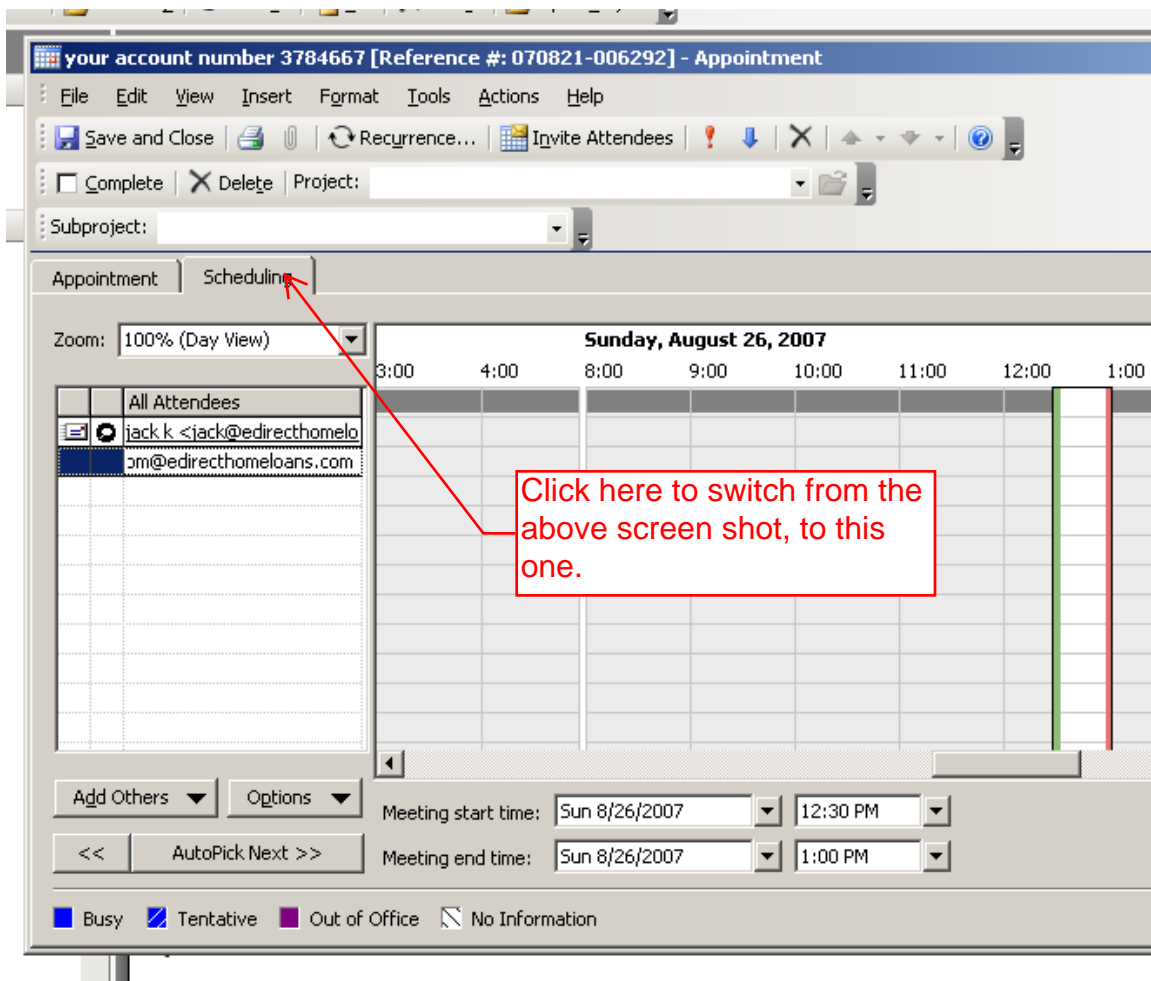


2. The below image will automatically pop up when you chose one of the four options above. I chose “Copy here as Appointment with text” so I can see the email in the body of the appointment.

You now have the option to schedule the appointment and set the reminder.



3. The image below now gives us the opportunity to invite other clients or employees to your meeting. You can also click and hold these bars to move appointment or adjust the time committed.



- a. As you can see from the below screenshot, creating a task is the same process as steps 1 through 3. Similar to inviting a client or co-worker, you can task another person

The screenshot shows a task management application window titled "your account number 3784667 [Reference #: 070821-006292] - Task". The interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Actions, Help) and a toolbar with icons for "Save and Close", "Recurrence...", "Assign Task", and "Delete". Below the toolbar are fields for "Project:" and "Subproject:". The main task details section contains the following information:

- Subject: your account number 3784667 [Reference #: 070821-006292]
- Due date: None
- Status: Not Started
- Start date: None
- Priority: Normal
- % Complete: 0%
- Reminder: None
- Owner: jack k

Below the task details is a preview of an email with the following content:

From: DIRECTV Customer Service [directvcustomer@directv.com]
Sent: Wednesday, August 22, 2007 8:20 AM
To: jack@edirecthomeloans.com
Subject: your account number 3784667 [Reference #: 070821-006292]

Subject
your account number 3784667

A red arrow points from a text box to the "Project:" field. The text box contains the following text:

As you become more familiar, you will be able to assign tasks to a specific Project or Subproject.

4. Repeating the same steps as above, by moving an email to the contact field. This window will pop up.

