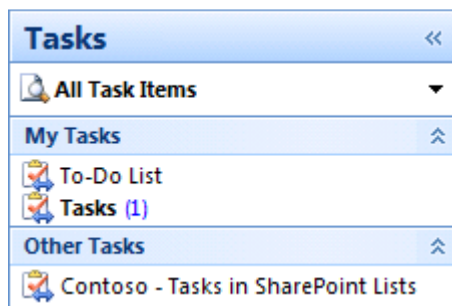


## MANAGE CASELAWG TASKS IN OUTLOOK 2007

*Outlook Integration:* You can connect to tasks lists in Caselawg and make changes to them by using Microsoft Office Outlook 2007.

### 1.1 Overview

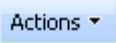
Microsoft integration with SharePoint and Outlook permits a user to work with tasks in Caselawg directly in Office Outlook 2007, instead of switching to your project site in a Web browser. After you connect a tasks list to Outlook, the contents of the list appear under **Other Tasks** in the Navigation Pane and in the To-Do Bar. You can view, update, and add new tasks to Caselawg without leaving Outlook.

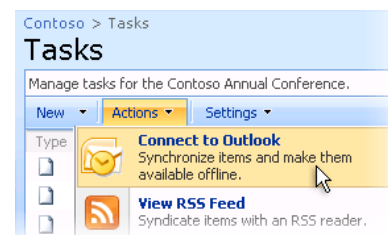


When working in Outlook, you can also apply flags and categories to your tasks in Caselawg as you do with your Outlook tasks. The flags and categories do not appear in Caselawg, but the flags and categories are available when you work with your tasks from Caselawg in Outlook.

After you connect a tasks list from Caselawg to Outlook and its contents appear in your Navigation Pane, you can take the tasks offline and work with them. If you create or update the tasks offline, your work is posted to the server when you reconnect and refresh the view in your browser.

### 1.2 Connect a tasks list Caselawg to Outlook

1. In Caselawg, open a tasks list to be linked.
2. On the **Actions** menu , click **Connect to Outlook**.
3. When you are prompted to confirm that you want to connect the tasks list to Outlook, click **Yes**.



In Outlook, in **Tasks**, in the **Navigation Pane**, the tasks list is added under **Other Tasks**.

**Note** You can work with your tasks from your Caselawg site similar to the way you work with your Outlook tasks. You can drag or copy tasks back and forth between the folders for Outlook and the Caselawg site. However, recurring tasks and task requests from Outlook are converted to regular tasks in Caselawg.

**Tip** After you connect a tasks list to Outlook, you can send a sharing message to other team members that invites them to connect to the tasks list. Right-click the tasks list name in Outlook, and then click **Share tasks list name**. This creates an e-mail message that contains a link and a command to connect to the tasks list.

### 1.3 Update a task from Caselawg by using Outlook

To update a task in a tasks list from Caselawg by using Outlook 2007, first you need to connect the tasks list to Outlook. Depending on the task list, updated task information may also be sent in e-mail to the person the task is assigned to.

1. In **Tasks**, in the Outlook **Navigation Pane**, under **Other Tasks**, click the name of the tasks list from your Caselawg site.

If the name of your task does not appear, verify that the view that is selected under **Current View** includes the task that you want to update.

2. Double-click the task to open it.
3. Update the settings that you want, such as the task's status or percent complete.
4. Do one of the following:
  - To save the changes that you made to the task, click **Save & Close**.
  - To specify that the task is complete, click **Mark Complete**.

**Tip** In some views in Outlook, you can quickly update task information, such as updating the status of a task or marking it as complete, without opening the task. You can click specific items and change them, such as editing the title of a task or displaying a drop-down list to change the status. When you view the tasks as a simple list, you can select the check box next to the task to mark it as complete.

### 1.4 Add a task to a Caselawg site by using Outlook

To add a task to a tasks list in Caselawg by using Outlook 2007, first you need to connect the tasks list to Outlook.

1. In **Tasks**, in the **Navigation Pane**, under **Other Tasks**, click the name of the tasks list from Caselawg.
2. On the **New** menu, click **Task**.
3. Enter the information that you want for the task.
4. Click **Save & Close**.

## 1.5 Remove a tasks list from Outlook

1. In **Tasks**, in the **Navigation Pane**, under **Other Tasks**, click the name of the tasks list that you want to remove.
2. Right-click the name of the tasks list, and then click **Delete tasks list folder name** on the shortcut menu.
3. When you are prompted to confirm the deletion, click **Yes**.

**Note** This procedure removes the tasks only from Outlook, not from the Caselawg site.

