

Microsoft SharePoint

Owner: Create a Tasks List



Introduction

Create a tasks list when you want to track a group of work items that you or your team needs to complete

Create a Tasks List

You can create a folder to organize your links or place a link in the general links area.

1. From the Home page, click on **Lists** in the Quick Launch menu.
2. Click on the **Create** button.
3. Select **Tasks** from the tracking category.
4. Give your tasks list a name by completing the **Name** field (Fig 1, 1).
5. If you would like a description for your calendar complete the **Description** area (Fig 1, 2).
6. Select **Yes** (Fig 1, 3) for the calendar to be displayed in the Quick Launch menu.
7. Select **Yes** (Fig 1, 4) to have an e-mail sent when ownership is assigned or when an item has been changed.
7. Click **Create** (Fig 1, 5).
8. From the Quick Launch bar under **Lists** you will see your new calendar list .
9. Click on the **link** to see the Tasks.

