

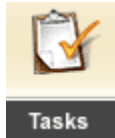


Managing your Tasks with your DiscoverLimu.com e-mail account

This document will step you through managing your tasks using your DiscoverLimu.com e-mail account.

Login to your DiscoverLimu.com account

Click Tasks from the toolbar.



The main Tasks window will be displayed

Viewing Tasks Folder Tasks (0 Items) [Folder Properties]

Create New Task

Current Tasks

Completed/%	Subject	Priority	Due Date
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Recently Completed Tasks

Completed/%	Subject	Priority	Due Date
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Click the **Create New Task** button

The Basic Task window will be displayed. Enter the task information and click the **Save your Basic Task Information** button.

Your Task | Details

Return to Tasks

You must save each section of information first. When you're ready to complete the task, simply click "Save Task & Return" above.

Your Task

Subject:

Start Date: Priority:

Due Date: Status:

%Complete: %

Reminder: Reminder Date:

Body:

Save your Basic Task Information

A message will be displayed that your task information has been saved.

Click the **Return to Tasks** button. Your task will be displayed in the task list

Viewing Tasks Folder Tasks (1 Items) [[Folder Properties](#)]

Create New Task

Current Tasks

Completed%	Subject	Priority	Due Date
<input type="checkbox"/> 0%	New Enrollments	High	01/23/2008

Recently Completed Tasks

Completed%	Subject	Priority	Due Date
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Click the task subject to edit the task. The task editing window is displayed.

Your Task | Details

You must save each section of information first. When you're ready to complete the task, simply click "Save Task & Return" above.

Your Task			
Subject:	<input type="text" value="New Enrollments"/>		
Start Date:	January 20 2008	Priority:	High
Due Date:	January 23 2008	Status:	Not Started
%Complete:	<input type="text" value="0"/> %		
Reminder:	<input checked="" type="checkbox"/>	Reminder Date:	January 19 2008
Body:	<input type="text" value="Get 5 new enrollments to build my TLC busienss"/>		

Edit the task information and click **Save your Basic Task Information**.

NOTE: If you set a Reminder Date you must configure Reminder Options. See Setting Reminder Options below.

Click **Details** to edit more task information.

Edit task details and click **Save Details**.

Return to Tasks

You must save each section of information first. When you're ready to complete the task, simply click "Save Task & Return" above.

Details	
Date Completed:	- ▾ - ▾ - ▾
Total Work:	<input type="text"/> hours
Actual Work:	<input type="text"/> hours
Mileage:	<input type="text"/>
Billing Information:	<input type="text"/>
Companies:	<input type="text"/>

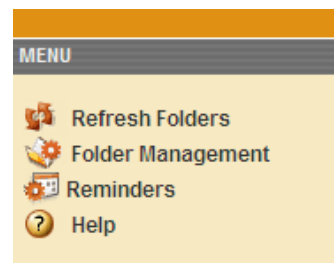
Save Details

Click **Return to Tasks** to return to the main task list
Click **Your Task** to return to the basic task information
Click **Delete Task** to delete the current task. NOTE: This will permanently delete the task

Setting Reminder Options

When adding appointments you can set reminders to either e-mail you or to send a text message to your phone. **(NOTE: Additional charges may be incurred from your phone service provider for text messaging and e-mail reminders).**

From the navigation menu on the left, select **Reminders**.



Reminder Addresses

Your reminder address has been deleted.

This is where you should configure all notification addresses that should be notified when we detect a reminder for Appointment (Calendar) Items and Task Items.

The reminder addresses below could be email addresses or text pager addresses to your wireless phone.

Select	Pager Address
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You currently do not have any reminder alerts set.

Click the **Add Reminder Address** button

Select the reminder type from the list.

Reminder Addresses

Add Reminder Address	
Address Type:	Email Address
Enter Reminder Address or 10-digit Wireless Phone:	<i>If you selected a wireless provider, please enter your 10 digit phone number here. Do not apply a +1 or 1 to your 10-digit phone number</i>
Wireless Confirmation:	<input type="checkbox"/> I agree that if I am sending alerts to my wireless provider additional fees for text alerts may apply from my provider.

- Email Address
- NEXTEL Wireless
- T-Mobile Wireless
- Sprint PCS Wireless
- Verizon Wireless
- AT&T and Cingular Wireless
- Alltel Wireless
- Verizon Text Pager
- Vodafone
- Rogers Canadian Wireless
- Boost Mobile
- Virgin Mobile USA
- Metro PCS
- Orange
- Ntelos
- Cricket Wireless

The listed service providers are all that are currently available.

If you select Email Address enter the full e-mail address (IE: johnq@discoverlimu.com) in the box labeled **Enter Reminder Address or 10-digit Wireless Phone:**

If you Select a wireless telephone carrier enter the 10-digit telephone number (IE: 555-555-1212) in the box labeled **Enter Reminder Address or 10-digit Wireless Phone:**

Agree that you understand there may be additional charges from your service provider by checking the Wireless Confirmation check box.

Add Reminder Address	
Address Type:	AT&T and Cingular Wireless
Enter Reminder Address or 10-digit Wireless Phone:	555-555-1212 <i>If you selected a wireless provider, please enter your 10 digit phone number here. Do not apply a +1 or 1 to your 10-digit phone number</i>
Wireless Confirmation:	<input checked="" type="checkbox"/> I agree that if I am sending alerts to my wireless provider additional fees for text alerts may apply from my provider.

Add Reminder Address

Click **Add Reminder Address**.

To remove or edit a reminder:

From the main reminders window click the reminder to remove or edit to highlight the button on the left. Click the appropriate button.

This is where you should configure all notification addresses that should be notified when we detect a reminder for Appointment (Calendar) Items and Task Items.

The reminder addresses below could be email addresses or text pager addresses to your wireless phone. **Add Reminder Address**

Select	Pager Address
<input type="radio"/>	5555551212@txt.att.net
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>