Collaborative Use of the Bryn Mawr Communication Center and Tasks

[Zimbra 6.0.2]

The new version of the Bryn Mawr Communication Center makes it even easier to work with others and share information. This document shows how to take advantage of the updated Task sharing capabilities.

Sharing task lists is an easy way to work together. You can do things like use a Project To-Do list, create an upcoming meeting agenda, or plan ahead with workflow ideas. Supervisors can use task lists to better keep track of departmental projects.

To share a task list, right click (or Control + click for a Mac) on a task list and select Share List. See below for a description of each category:

**Share With:**
- *Internal users or groups:* Select this option if you plan on sharing this item with another member of the Bryn Mawr community. Enter the Bryn Mawr email address(es) of the person(s) you would like to share your list with. You will need to set a role for these people (see next section).
- *External guests (view only):* Select this option if you would like to share your list with people outside of Bryn Mawr. You will be prompted for each person’s email address as well as to create a password that they will use to access your list. They will not be able to edit your list.
- *Public (view only, no password required):* Select this option if you want anyone who knows the URL link to your task list to be able to view your list. They will not be able to edit your list.

**Role:**
- *None:* Select this option to revoke all privileges of the entered email address(es).
- *Viewer:* Select this option to only allow the person(s) to see your list, but not add or edit anything on the list.
- *Manager:* Select this option to allow the person(s) to see as well as add, delete, and/or edit items on your list.
- *Admin:* This option is the same as Manager, but these people can grant rights to others without asking you.

**Message:**
- Select the appropriate email message you wish to notify the recipient with concerning this new share.

**URL:**
- You can send the URL link at the bottom to direct another person to view your Task List.