To create a new task list:
1. Click on the “Tasks” tab.
2. Click on the “New Task List” button.
3. Give the task list a name (e.g. “project X”).
4. Choose a color for the task list.

Viewing the task list(s):
1. To see a task list, first click on the “Tasks” tab and then click on its name (e.g. “project X”) in the Task Column on the left side of your screen. The associated tasks will then display on the right.
2. To filter across multiple lists, you need to assign a “tag” (e.g. urgent), and then click on that tag to see the tasks associated with it.
   a. Do this by right-clicking on the task and selecting “Tag Task...”

To share one of your task lists:
1. Right-click in the left-hand column on the task list you wish to share.
2. Select “Share Task List” [to make changes later, select “Edit Properties”]
3. In the “email” field enter the names of the person(s) with whom you want to share this task list.
4. In the “role” field, indicate whether the person(s) can only “view” (unable to make changes) or “manage” (able to make changes) this task list.
5. Note that you can also share (or feed) a task list with non-Bryn Mawr addresses. Call the TECH Bar for more information.