GSD. Global – Mobile Phone - Mobile Iron - How to Manage and Create Tasks/ToDos on Android Device

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General Information:

Possible symptoms/errors:

How to Manage and Create Tasks/ToDos on Android Device.

Alternative names of the system:

E-mail appEmail+

IMPORTANT NOTICE:

This article is relevant for Mobile Iron devices only.

Solution:

One of the features that comes with Email+ is the "Task". As a default email client on O365, Email+ makes this feature accessible to all Fresenius employees. This guide teaches users how to create and manage their ToDo's.

Details:

1. Advise the user to tap the Email+ app to launch it.

NOTE: If the user has created tasks on their computer, this will automatically synchronize and appear on the start screen.

2. Ask the user to tap the the three stripes icon to see all Email+ features

3. Then, to tap the Tasks icon.

4. Tell the user to tap the "+" icon to Add a new task.

5. Advise the user to set the task's name first then fill out the following fields:

Start date/Due date: User can opt to set a start and end date, if they want, they can set a reminder regarding the task.Priority: Changing the priority will also change the task's color or add an exclamation mark on the overview page.Privacy: Lets the user change the task's public visibility. Here is the visibility available:

Normal: Everyone can see the task.Personal: Lets only see trusted people the full details of this task.Private: Confidential and only visible for yourself.

Assignment Group:

Ext_WW_Mobile-Workplace_SLS_Capgemini

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A