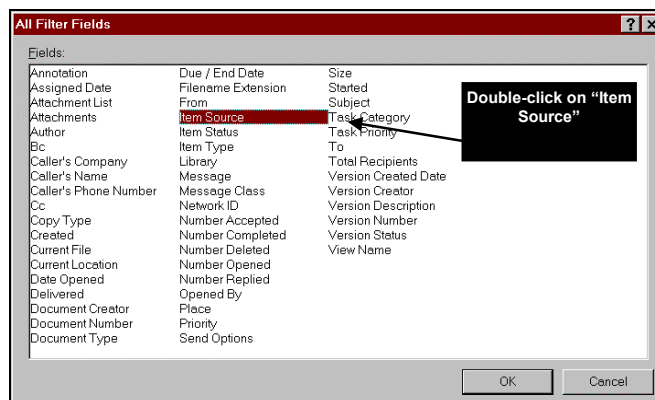


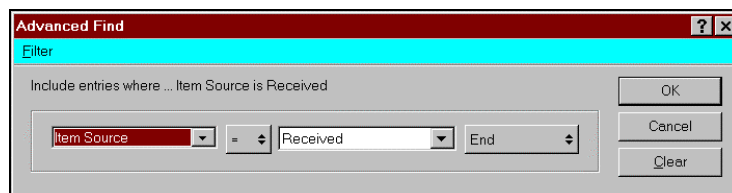
Recreating a deleted "TASK LIST" System folder (GroupWise 5.1)

If for any reason you should find that your default GroupWise 5.1 **Task List** Folder has disappeared, or you deleted it by mistake, follow the instructions below to recreate it :

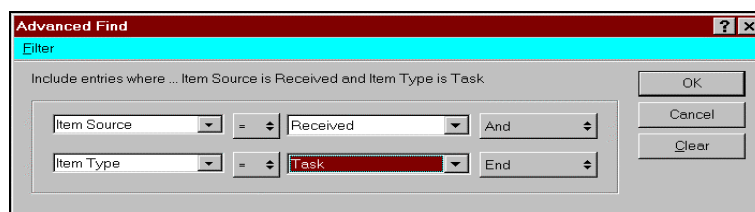
- Go to the **Tools / Find** menu in GroupWise (or in your Calendar).
- Click on the **Advanced Find** button.
- The Advanced Find window comes up with a drop-down list already opened. Choose the **All Fields** option at the bottom of the list.
- A "Fields" window opens up; double-click on **Item Source** (or highlight Item Source and click OK):



- You should now be back at the “Advanced Find” window with the **Item Source** showing in place of the drop-down list. Continue setting up the window so that it ends up exactly as shown below.



- Click on the button labelled End and select the **And** option from the list that appears. The Advanced Find window now appears with an extra row. Edit the window until it appears exactly as below, and when completed, click on **OK**.

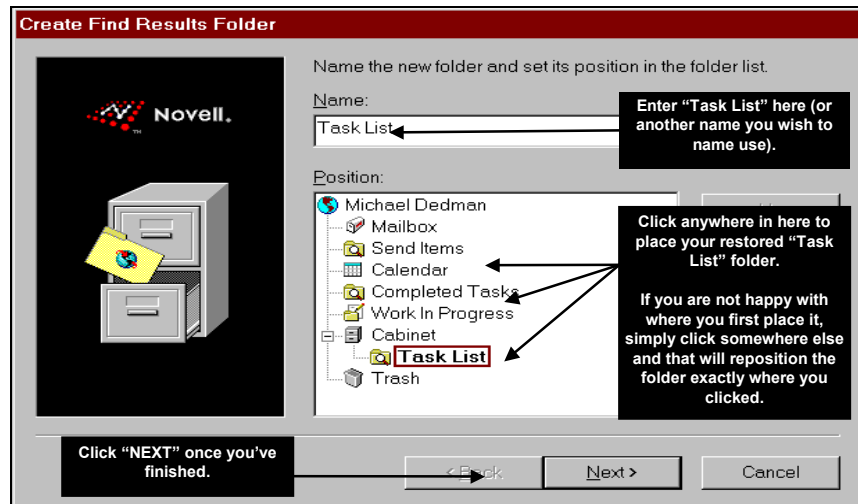


- You should now be back to the initial “Find” window with the description “**Find items where Item Source is Received and Item Type is Task**” showing in the middle of the window. As you may by now have started to guess, unlike the Mailbox folder, the Task List folder is simply one of the many GroupWise filtering rules that you can have. As a result the process of recreating the vanished “Task List” folder is simply the process of creating a particular filtering rule that creates a folder that contains solely those tasks that you receive.

Click **OK**.

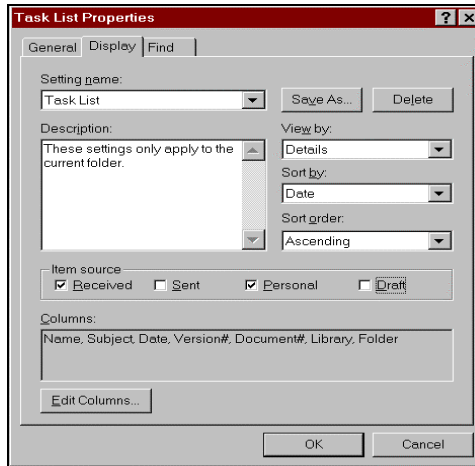
- At this point GroupWise goes away and executes the find search and returns the result, *all your appointed tasks*, in a **GroupWise Find Results** window. Choose the **Files \ Save As Folder** menu in that window.

- You should next be presented with the **Create Find Results Folder** which is the point where you actually recreate your "Task List" folder. Follow the instructions in the illustration below :



As shown above, click **Next** once you've renamed and positioned your recreated "Task List" folder.

- Click **Finish** on the next window and close the **GroupWise Find Results** window. **Your "Task List" has now been recreated.**
- Within the main GroupWise window, click on the "Task List" icon so that it appears highlighted and choose the menu **File / Properties**. Select the Display tab and edit your screen to look like the example below.



 Click on **OK** and **you're done.**

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