

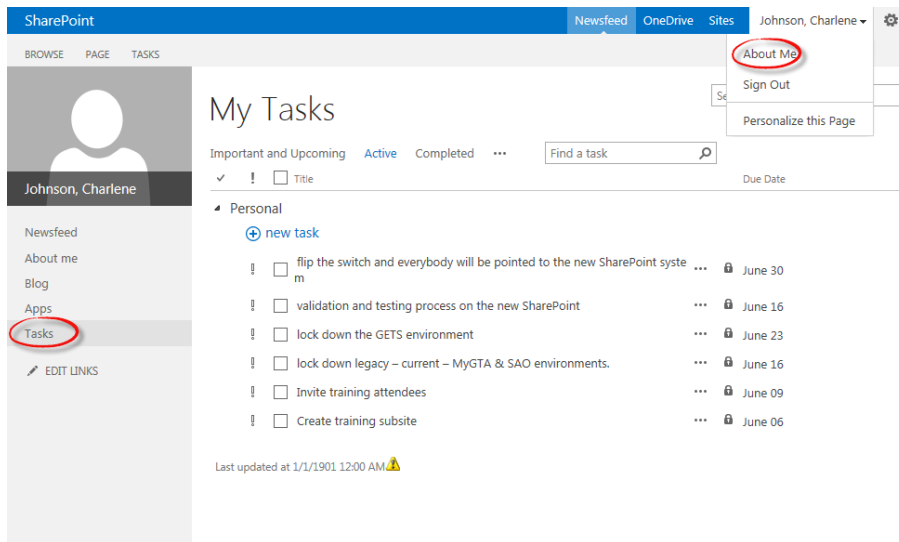
Edit Tasks

MY TASKS

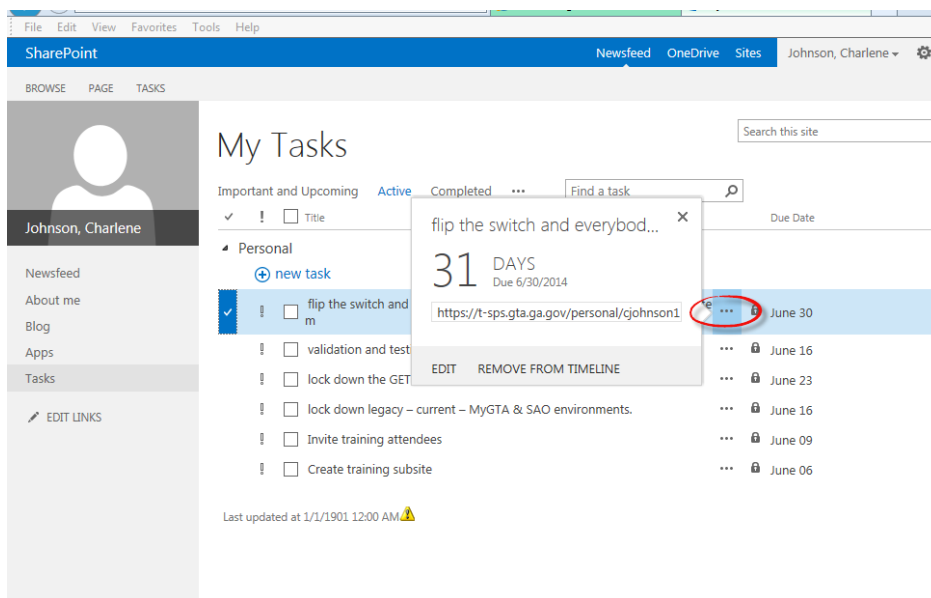
One of the important features in SharePoint is the ability to have an overview of the tasks assigned to a person. With SharePoint 2013, the source of the aggregation has diversified including now Project Server Tasks, SharePoint Tasks and Exchange Tasks, all these aggregated in the special "My Tasks" view in each user's personal site.

Edit TASKS

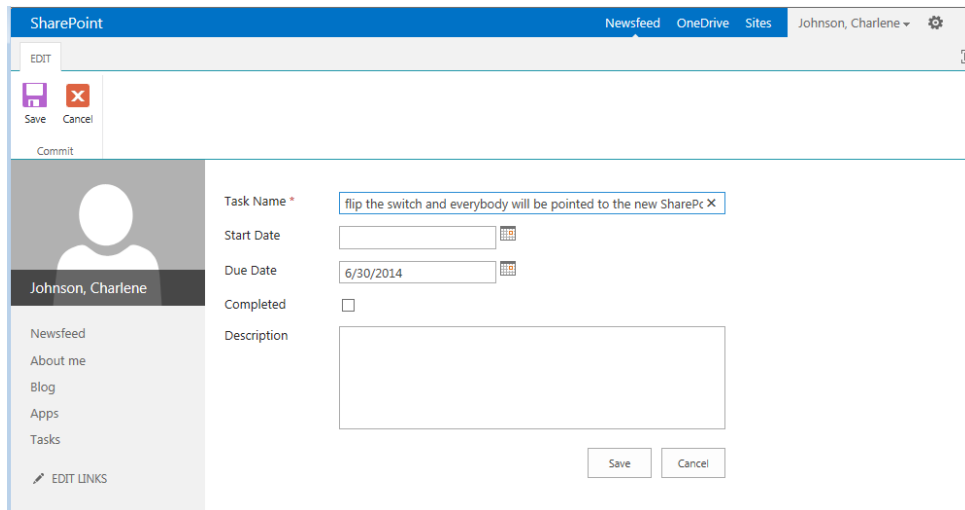
1. Navigate to **About Me** and then click on **Tasks**



2. Click on Open Menu ellipses next to the task you want to edit. Then click **Edit**.



3. Edit the task details and click **Save**.



The screenshot shows a SharePoint interface for editing a task. At the top, there is a blue navigation bar with 'SharePoint' on the left and 'Newsfeed', 'OneDrive', and 'Sites' on the right. A user profile for 'Johnson, Charlene' is visible in the top right corner. Below the navigation bar, there is a grey bar with 'EDIT' on the left and 'Save' and 'Cancel' buttons on the right. A 'Commit' button is also present. The main content area is divided into a left sidebar and a main form. The sidebar contains a user profile picture, the name 'Johnson, Charlene', and a list of links: 'Newsfeed', 'About me', 'Blog', 'Apps', 'Tasks', and 'EDIT LINKS'. The main form contains the following fields: 'Task Name *' with the text 'flip the switch and everybody will be pointed to the new SharePc X', 'Start Date' with an empty date picker, 'Due Date' with the date '6/30/2014', 'Completed' with an unchecked checkbox, and 'Description' with a large empty text area. At the bottom right of the form, there are 'Save' and 'Cancel' buttons.