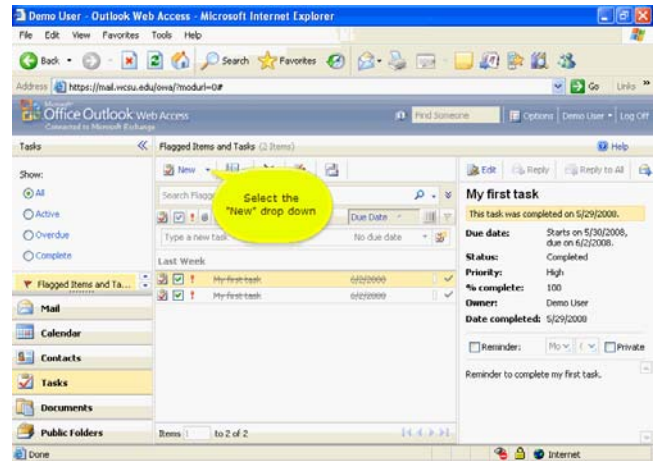
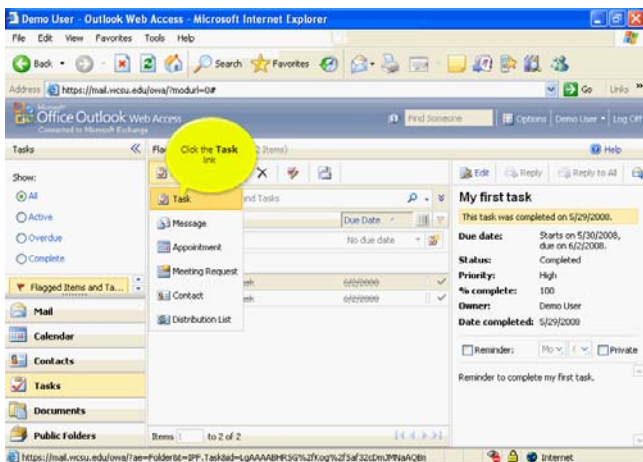


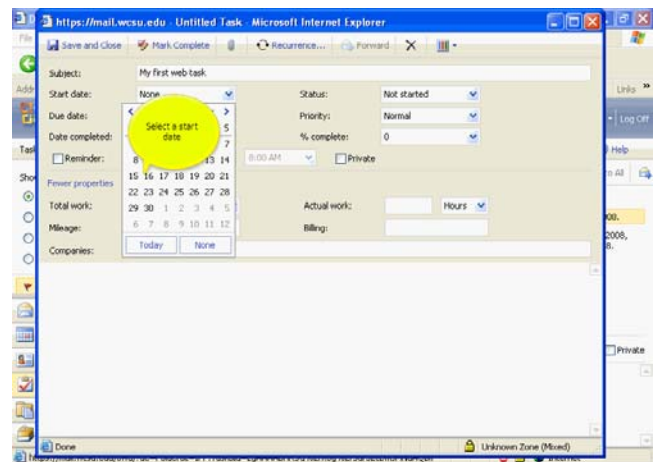
Click the Tasks button



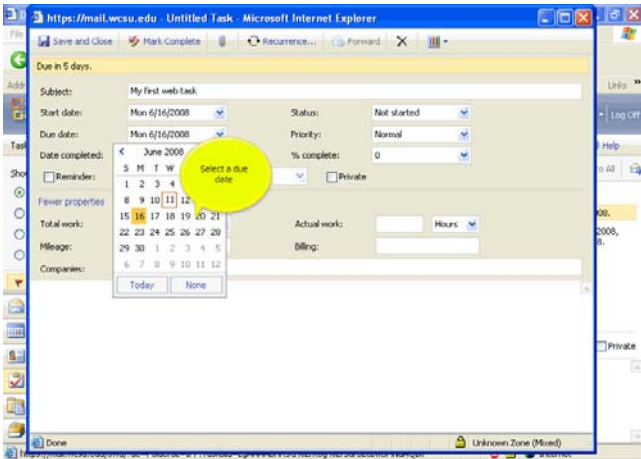
Select the "New" drop down



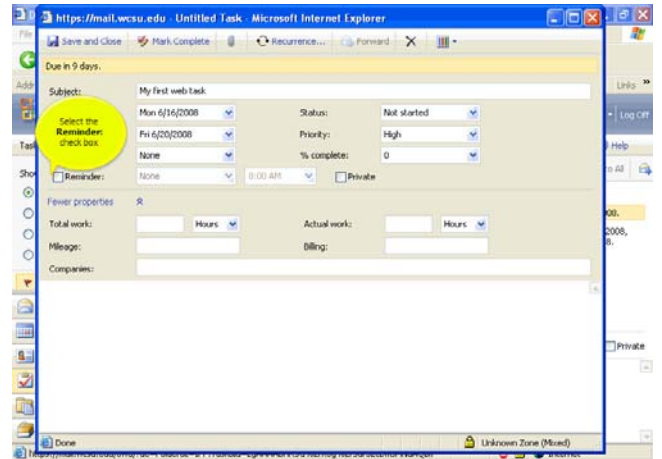
Click the Task link



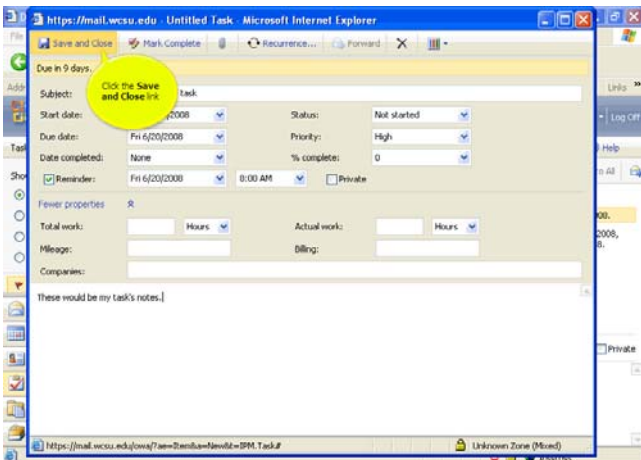
Select a start date



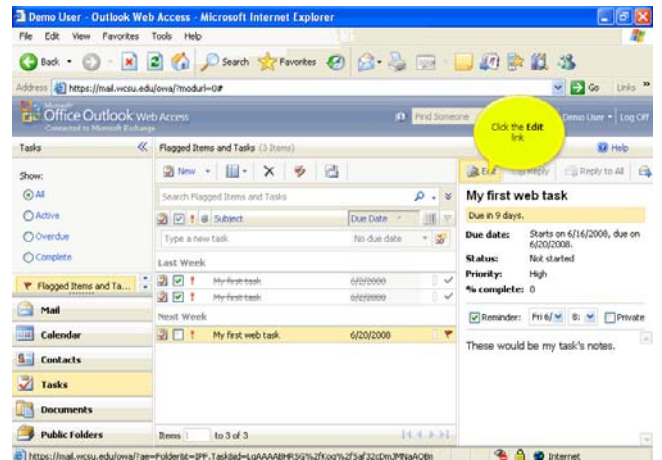
Select a due date



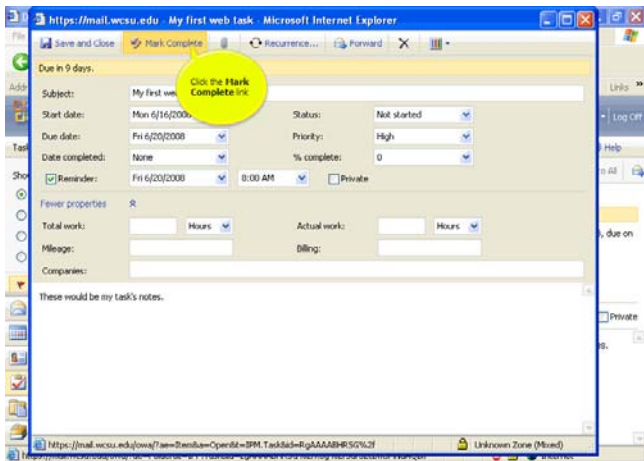
Select the Reminder: check box



Click the Save and Close link



Click the Edit link



Click the Mark Complete link