How to perform delegated tasks

**STEP 1**

- From your Home Page, **click** area by the cloud icon on the upper right corner.
- **Select** “Switch account”

**STEP 2**

- From the drop down, select the person’s name to view their inbox.
STEP 3

- Select “Inbox” to view the inbox of the person who delegated to you.

STEP 4

- You can now view the inbox and the tasks that were delegated to you.
- Click on each task and complete the to-do.
STEP 5

- **Click "Switch Account" to return to your own "In box"**

The blue bar at the top, helps you identify when you are in the delegators account.

You can switch back and forth, as needed, during the delegation period.

STEP 6

**ALTERNATIVE**

- You will also see the item in your own inbox.

- Click “Switch Account” to complete the tasks.