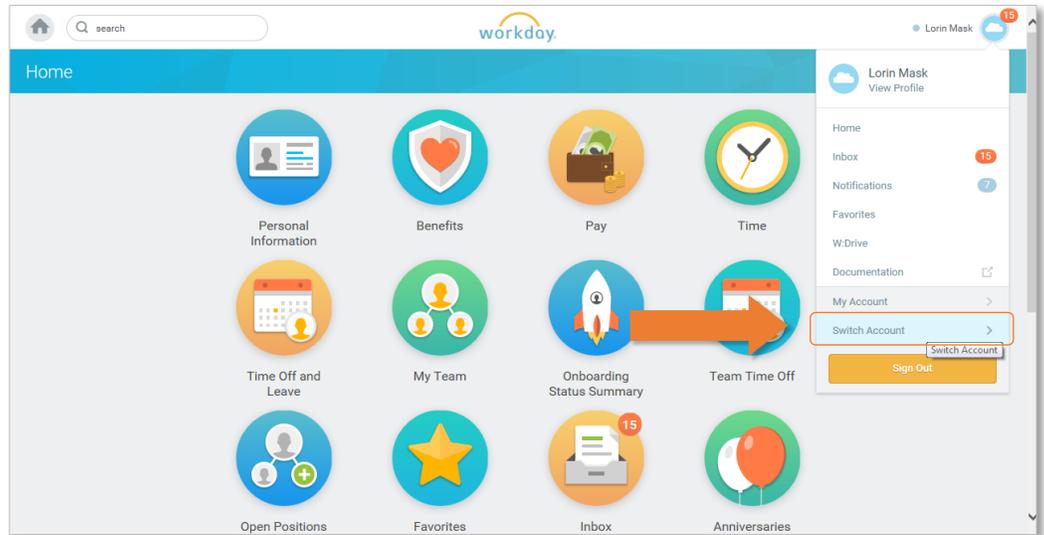


## How to perform delegated tasks



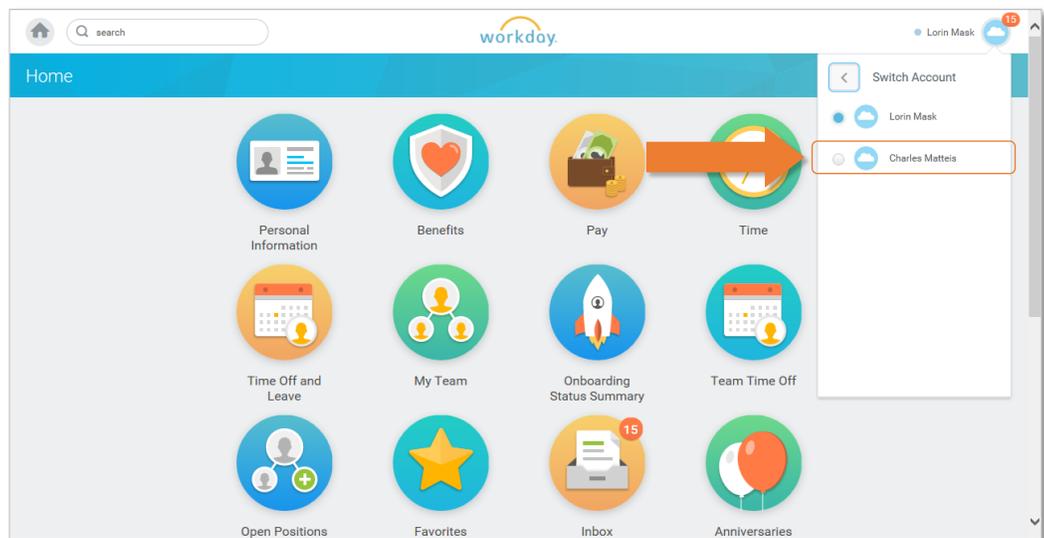
### STEP 1

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



### STEP 2

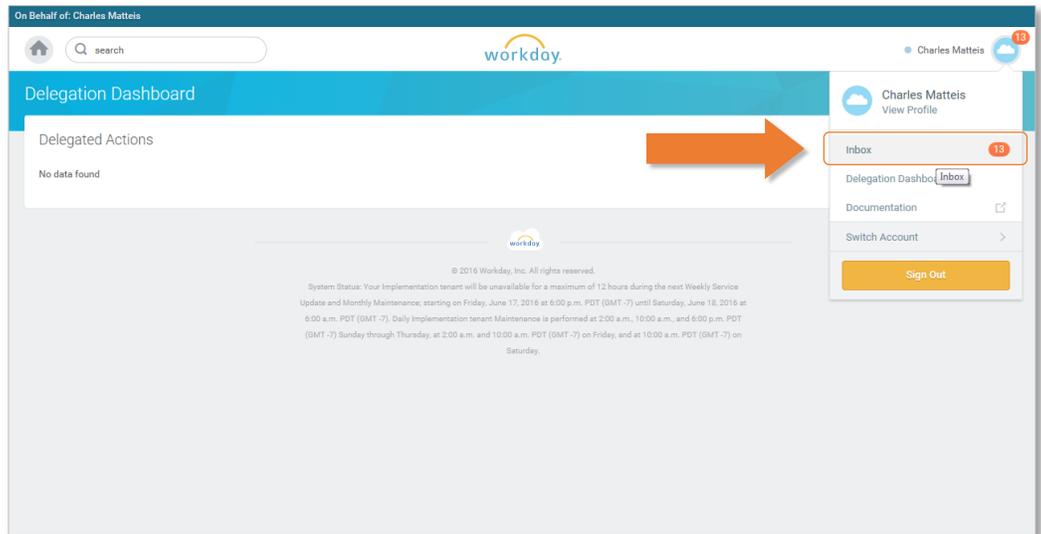
- From the drop down, select the person's name to view their inbox.





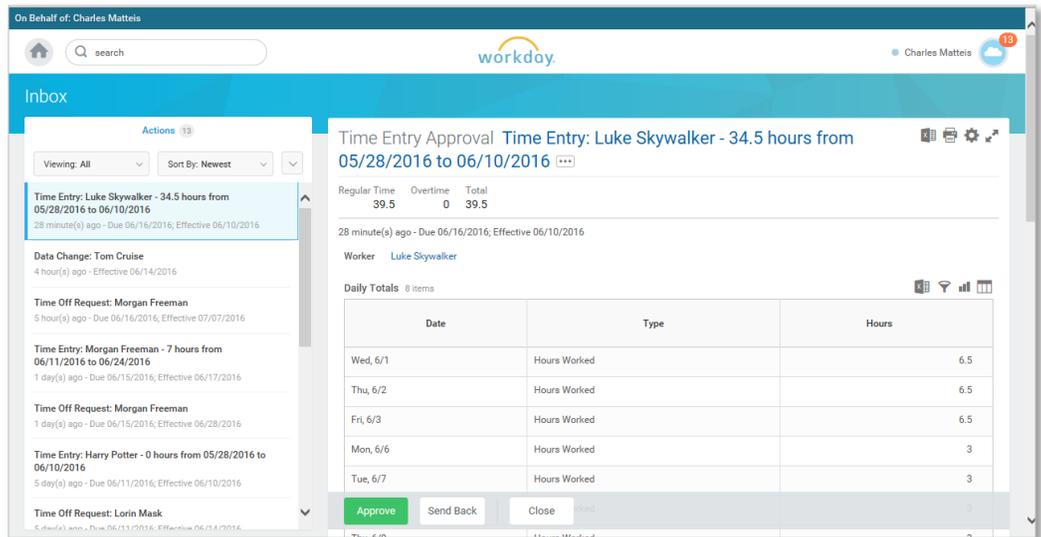
### STEP 3

- 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.



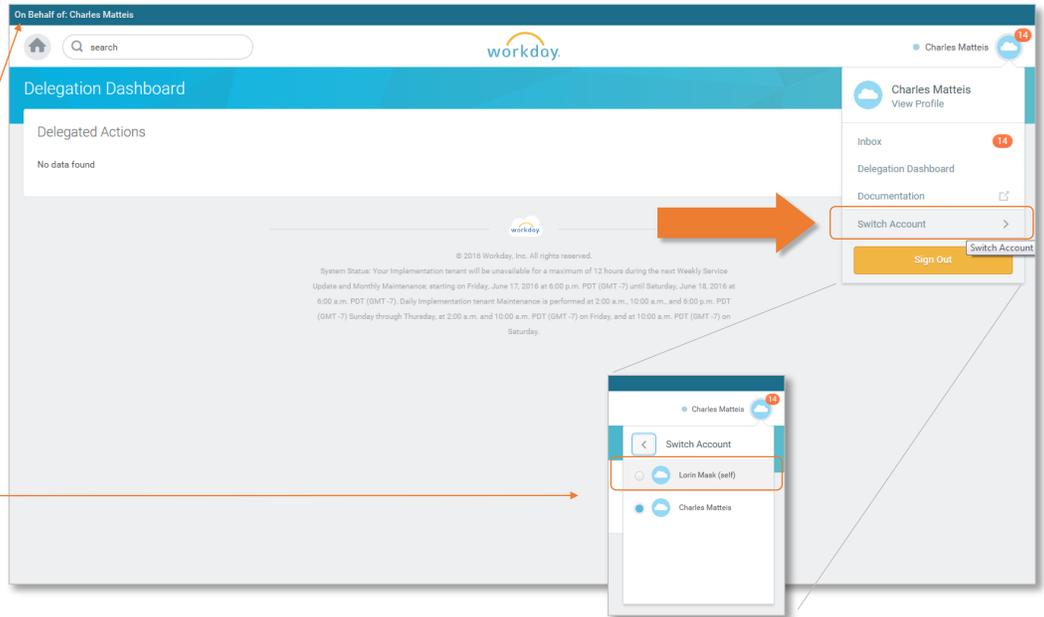


**STEP 5**

- Click “Switch Account to return to you 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.

