



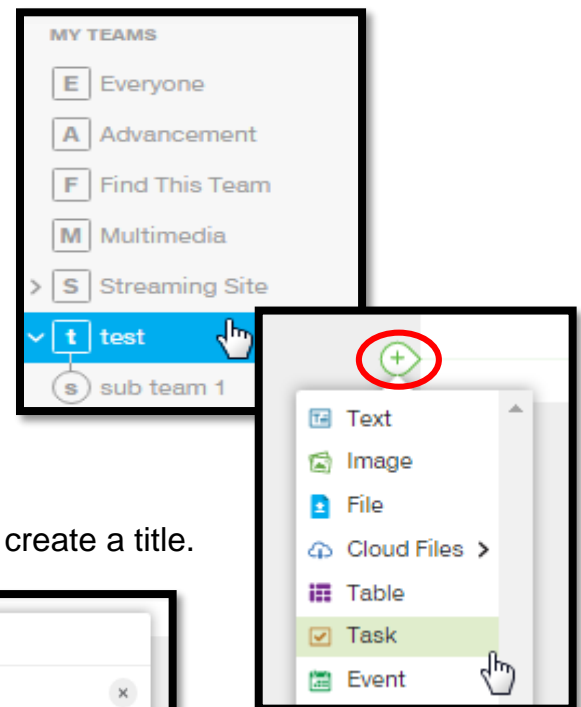
Creating and Assigning Tasks in Samepage

You can create and assign tasks to your team members in Samepage. This will allow you to manage the many parts of your project and help you to stay organized. By assigning Tasks you can delegate work to other team members so the project can get completed on time. You can access Samepage by going to <https://samepage.io>. Let's begin.

Creating and assigning a Task in Teams on Samepage

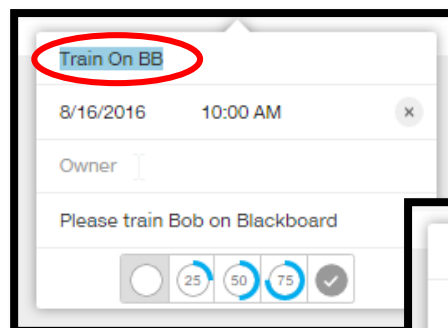
To create a task you will need to start off clicking on the Team you will be working in. **My teams** is located on the left side of the page under the main navigation. Once you have opened up the correct team, **click on the team page** you want.

Click the green bubble with the addition sign in it and then click Task from the drop down window. A task will be create once you click the green bubble, all you have to do now is customize the setting and assign the task.



The first step in customizing the task, you will need to create a title.

After you create a title, click on the title and a pop up window will appear.



Next, set a due date for when you would like the task to be completed.

The last thing to do is assign an owner. Assign an owner by typing the members name or selecting them from the drop down list.

