

How do I create a task for someone else (Wiki)

How do I...	How do I create a task for someone else?
Answer	<p>Task lists on a page are useful for assigning and managing tasks in a team.</p> <p>To add a task list on a page:</p> <ol style="list-style-type: none">1. Edit the page.2. Choose the task-list icon in the editor toolbar, or press [and then] on your keyboard.3. Type the description of the task.4. If you want to assign a task to someone, type '@' and the person's name in the task description. (For more information about @mentions, see Using Mentions.) That person will receive a notification, and the task will appear in their personal task list in the workbox. If you @mention yourself, the task will appear in your personal task list.5. To end the list, press Enter twice. <p>More information is available on the Atlassian web site's Managing Tasks in Confluence article.</p>