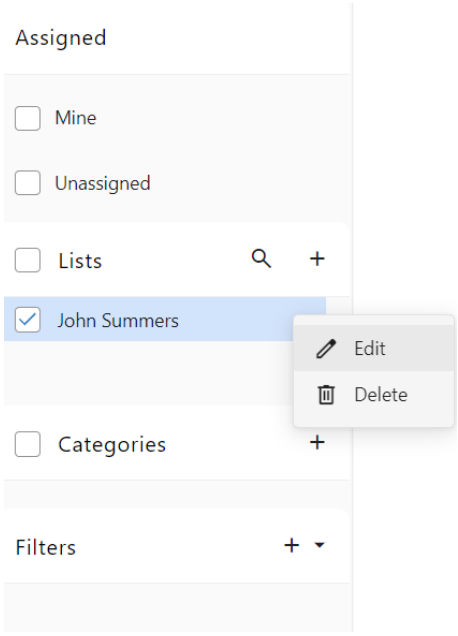
Tasks Sharing

Sharing your task lists is an excellent way to keep your team organized and on track. Whether you want a colleague to simply view project milestones or you need to give a team member the ability to add and complete tasks, you can easily customize their access levels.

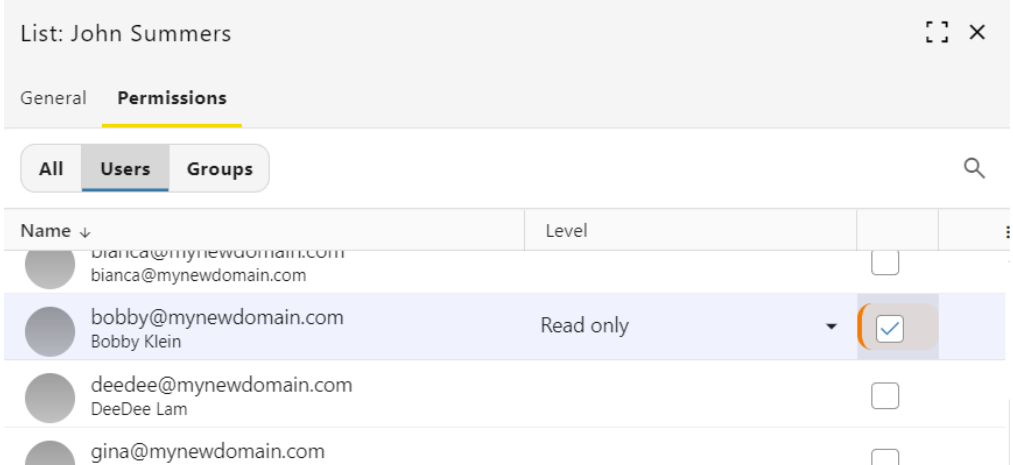
How to Share Your Task List

Follow these steps to give other users or groups access to your tasks:

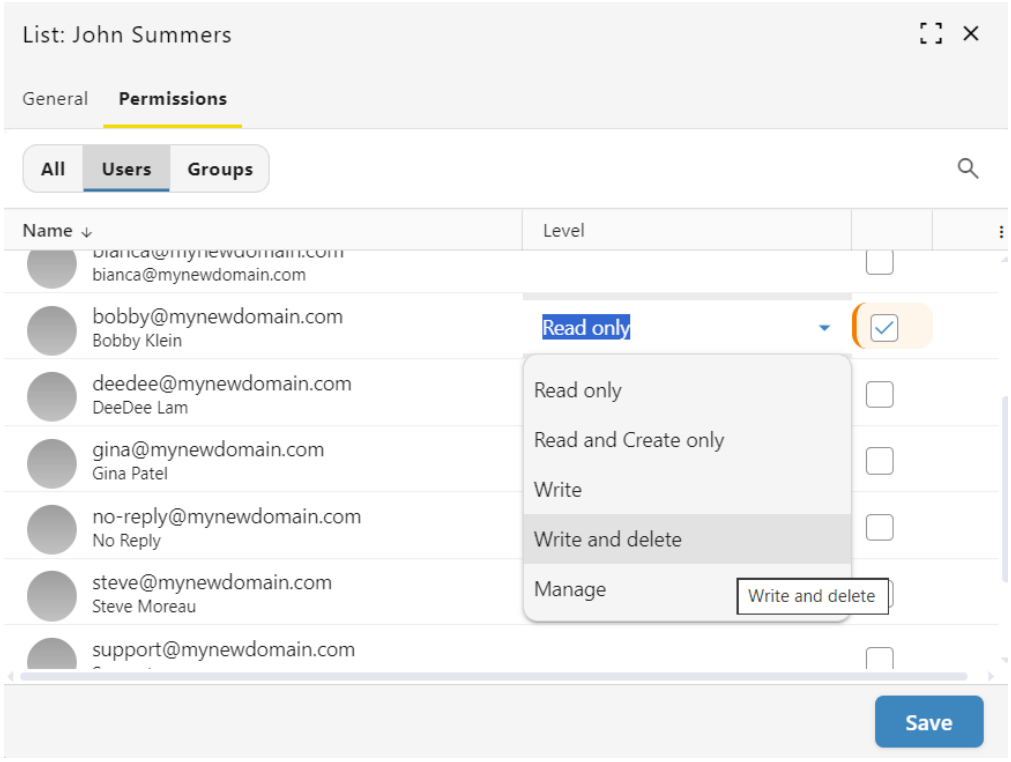
1. **Open Task Settings:** Navigate to your Tasks page and find your specific task list under the "Lists" section on the left sidebar. Click the menu next to the list name and select **Edit** .



2. **Navigate to Permissions:** In the pop-up window, click the **Permissions** tab. You can use the top filters to view All, Users, or Groups.
3. **Select Users:** Locate the colleague you want to share with and check the box on the far right side of their name.



4. **Adjust Access Levels:** The system assigns "Read only" access by default. Click the permission drop-down menu next to their name to change their access level to options like "Write and delete".



5. **Save Your Changes:** Click the **Save** button at the bottom of the window to apply your updates.

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