

Delegate All Tasks

Users with the ability to manage other users' Inboxes may occasionally need to reassign tasks based on workloads. Tasks can be reassigned [individually](#) or in bulk.

Reassign all tasks in the Inbox by selecting the Actions menu icon and selecting "Delegate All Tasks." If there are more than 50 tasks in the Inbox, you will be alerted that you can only delegate a maximum of 50 tasks at a time. Clicking **Ok** on the alert will allow you to proceed with the first 50 tasks selected.

From the Delegate All Tasks screen, you can select a **Recipient** from a list of users. Once a recipient is selected, tasks that can be delegated to that user will be displayed. You may exclude any tasks that you do not wish to have delegated to that user by deselecting the check box next to those tasks.

Click **Delegate Selected Tasks** in the bottom right corner of the Delegate All Tasks screen to send the selected tasks to the recipient's inbox.