Delegate Task

If you have the ability to delegate a task to another user, a "Delegate" option is available in the Actions menu for the task within the Inbox. To delegate the task, select the "Delegate" option.

In the Delegate screen, select a **Recipient** to receive the task from a list of qualified users. Once a recipient has been selected, click **Save**. The task will appear in the new recipient's inbox and will be removed from your inbox.

You can also delegate multiple tasks at once to another user using the "Delegate All" option. Click [here](#) for more information.