Assign an Appointment Task to another User

1. Select **Appointments** > **Scheduler**.

2. Find your appointment.

3. Open the **Appointment**.

4. Locate and click on **Tasks** from the right-hand side panel.

5. Click the **Task**.

6. Enter the username you would like to assign this task to. Or Click and select the user or group from the list.

> All users can create and assign tasks to other users, but you must have the "**Administer All**" permission to modify existing tasks for other users.

7. Click **Done**.

8. Click **Save**.