

# How to assign a task in Google Drive

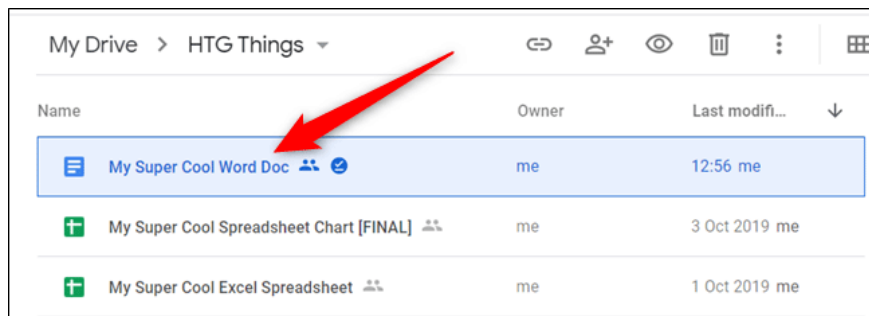
When collaborating on files in Google Drive (Docs, Sheets and Slides), it's easy to lose control over who is active on specific parts of the project. With Google Drive, you can assign tasks to collaborators on your team.

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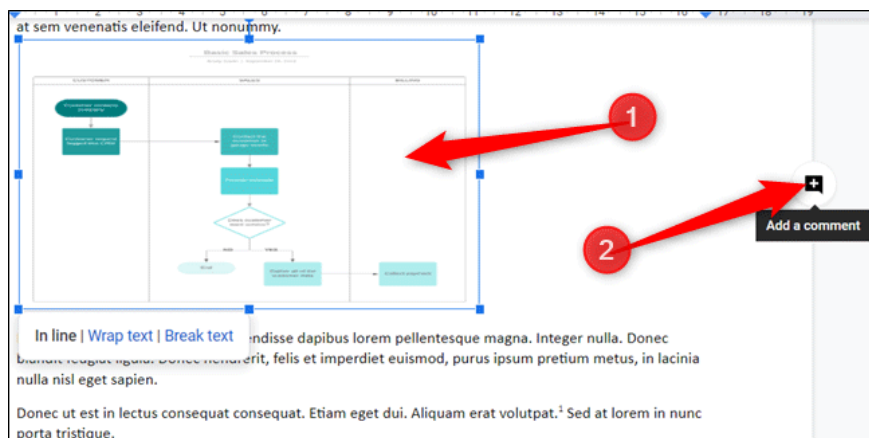
This article guides on Google Docs, but the process is similar to Sheets and Slides.

1. How to share files on Google Drive
2. The fastest way to view shared Google Drive data
3. How to unlink sharing Google Drive

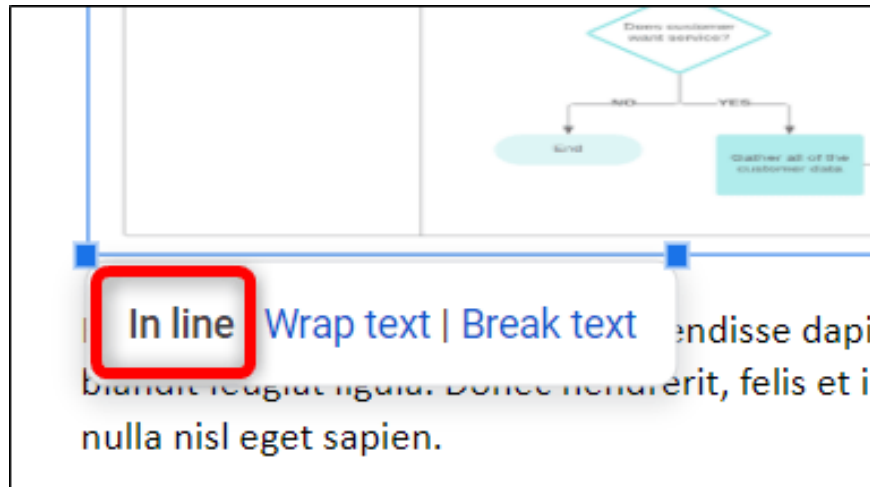
Open Google Drive and open the file currently collaborating with others.



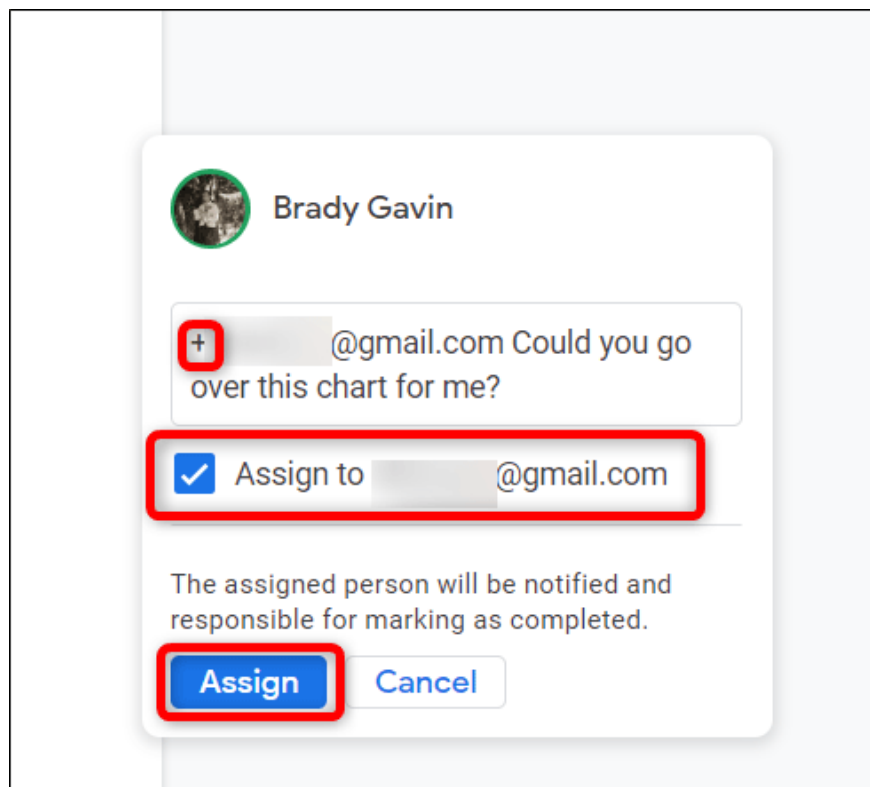
Highlight some text, images, cells or slides and then click the **Add a Comment** icon to the right of the page. Alternatively, press **Ctrl + Alt + M** (Windows / Chrome OS) or **Cmd + Option + M** (macOS) to add a comment using the keyboard shortcut.



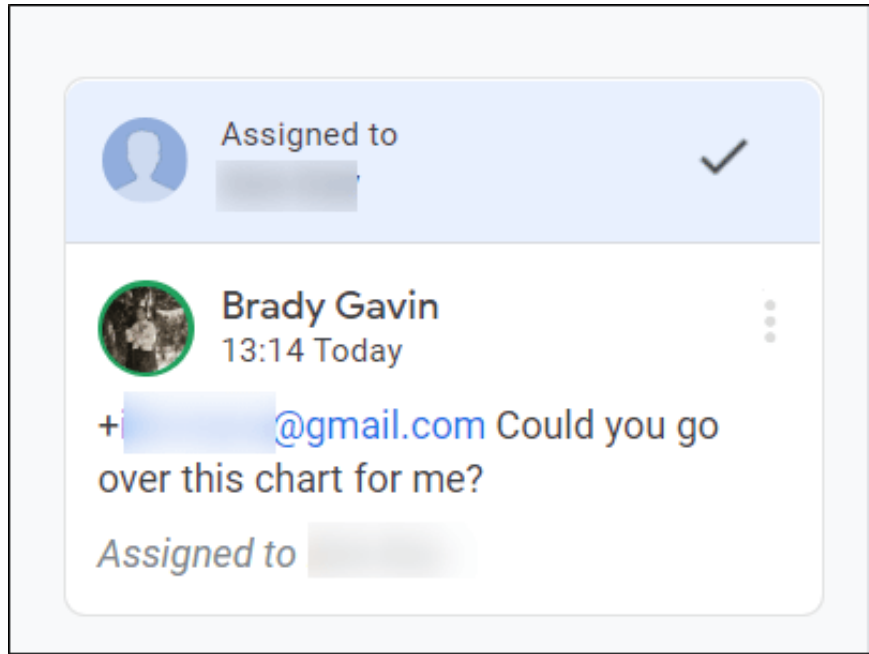
To add a comment to an image, the image needs to be aligned to **In line** . If left to **Wrap Text** and **Break Text** will not add comment.



Next, type a comment and add the collaborator's email address with + or @ before the part you want to assign the task to. Check the box next to **Assign To** and then click the **Assign** button.

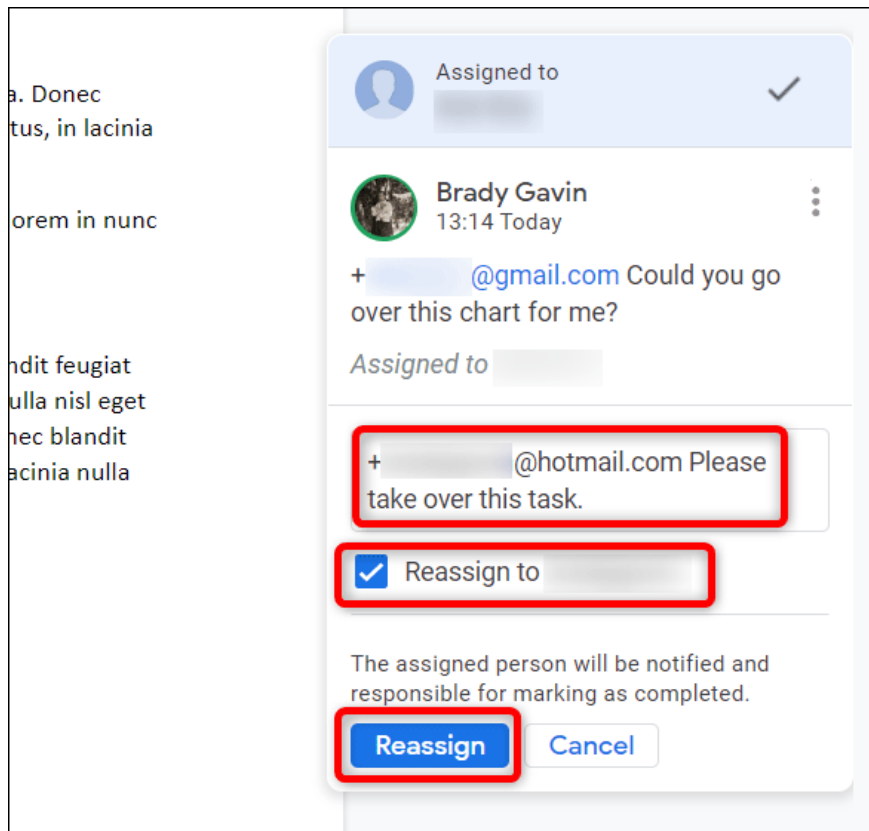


The assigned task will display to the right of the comment section and assign the assignee. Collaborators will receive an email with a link to the document.

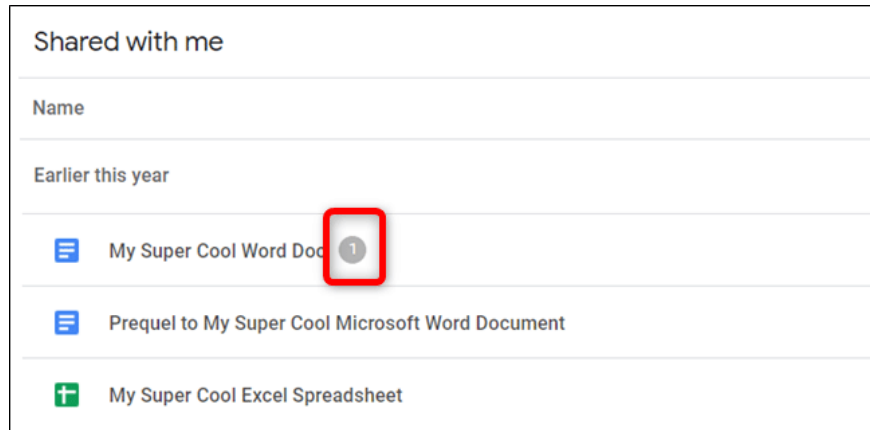


To reassign a task, click on the comment and then click on the **Reply** text field in the comment.

Type a comment and include the collaborator's email address with the previous + or @ and click the box next to **Reassign To** when the option appears. Click on the **Reassign** button.



If you do not receive an email notifying you that a task has been assigned, you can still check by visiting Google Drive and the files with pending tasks with the number (task) next to them.



I wish you successful implementation!

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