

Sending a task reminder

You can send a reminder e-mail message to a user who is assigned a task but has not set the task status.

Requirements: You must have a project role that includes the Manage Tasks user right or the Create Tasks user right.

You can send a reminder for a task that you created or a task created by another user.

1. In the **Tasks** view, select the task, and from the **Task** menu, select **Send Task Reminder**.
2. Select the users to whom you want to send the reminder message.
3. Modify the reminder message if needed.
4. (Not applicable for Action Tasks) Select the elements for which you want to send the reminder.
5. (Not applicable for Action Tasks) If you want the reminder message to include a list of the elements for which the task status has not been set, select **Append list of elements to this task reminder**.
6. Click **Send**.

The server generates and sends the reminder message to each selected user.