

Tagging Users in Project, Task, or Sub-Task Comments Using @mention

Use **@mention** to draw users' attention to a project, task, subtask, or an on-going conversation. Simply write @ in a comment followed by the name of the user. Such users receive notifications only when you @mention them, keeping regular updates to the assigned users. This is helpful when you want to share specific updates or important conversations with those who are otherwise not added to a project, task, or sub-task.

Benefits of using @mention:

- Share updates without adding users to a project
- Highlight important conversations only when you want
- Ensure no one misses out on important updates
- Restrict regular updates to the added users only

To tag a user with @mention in a comment of a project, task, or a subtask:

Step 1. In the comment box under the '**Activity**' section, type @ followed by the initials of the user's name to reveal the user list starting with that letter. Select the user you want to tag. @mentioned users will get access to this project automatically.

Note: The user list consists of users that are added to your project account. If you wish to add an outsider, you must first add them to your project account.

Advanced

Manage Sub Tasks

Add Subtask

Activity

The screenshot shows a user management interface. At the top, there are navigation options: 'Advanced', 'Manage Sub Tasks', and 'Add Subtask'. Below these is the 'Activity' section. An orange arrow points to a dropdown menu that is open, showing a list of users. The dropdown menu has a search bar with '@n|' and a list of users with their initials and names: Albert Green (AG), Sachin Sen (ProProfs), Nida Belal (NB), Nida Belal (NB), Joun (J), and Vinay Tripathi (VT). To the right of the dropdown is a toggle switch labeled 'off' and a blue 'Add' button. At the bottom of the interface are 'Save' and 'Cancel' buttons.

Step 2. Click **Add** to add your comment.

Description



Due Date
Ongoing



User
J VT +

Add a tag and hit enter

Advanced

Manage Task

Activity

AG @Sachin Sen @Pal Jones Check this out.

Attach Files Note on Add

Save Cancel

Here's an example of the email notification that is sent to the tagged users.

UI Project Inbox x

ProProfs

to me ▾

Reply ABOVE THIS LINE to add a reply

Project : [UI Project](#)



Albert tagged you in one of UI Project comments [View](#)

[@Sachin Sen](#) [@Pal Jones](#) Check this out.

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