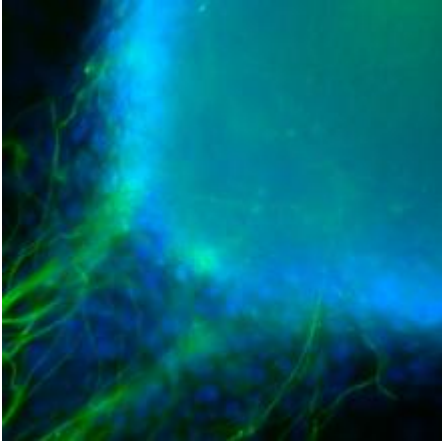


Comments and Tasks

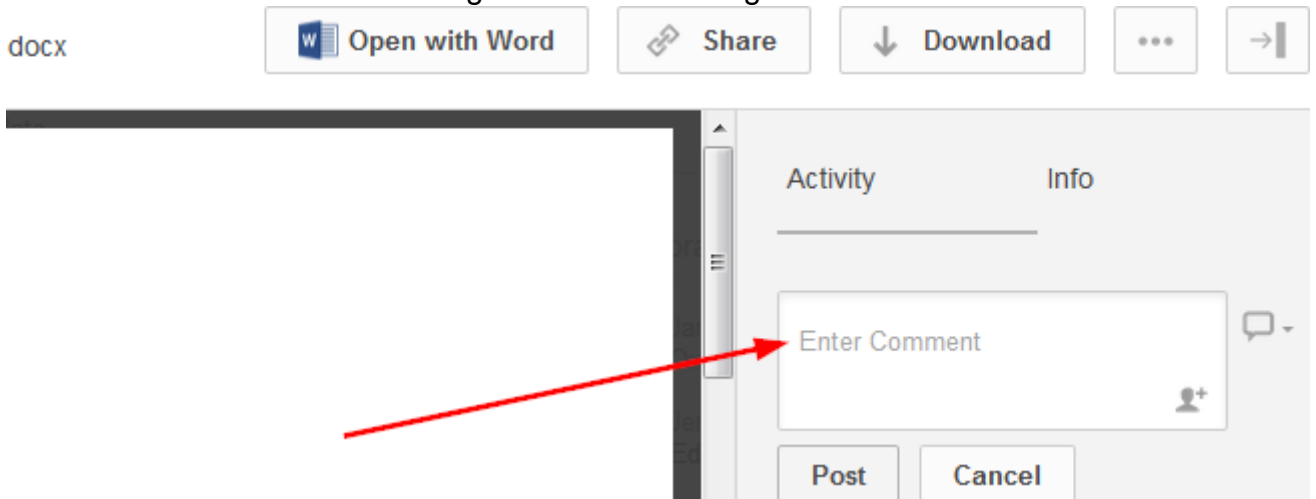


Dejon Lewis on February 14, 2020

One of the features of Box is the ability to add comments or tasks to a file.

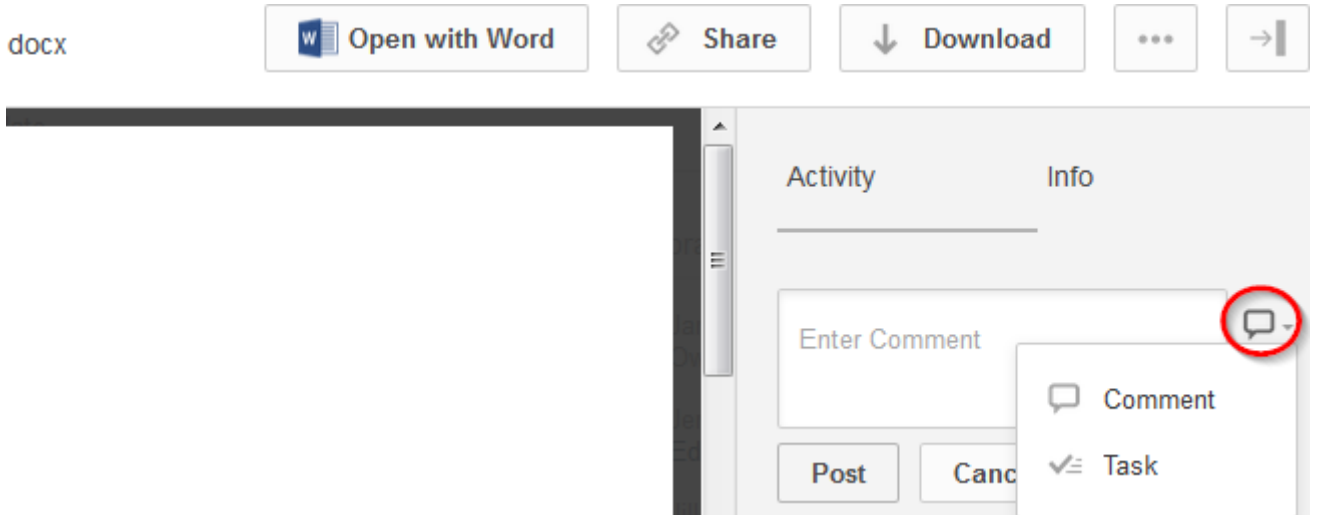
Comments

1. To add a comment to a file, preview the file by left clicking it and an **Enter Comment** text area will be located on the right. Enter something in there and click **Post**.

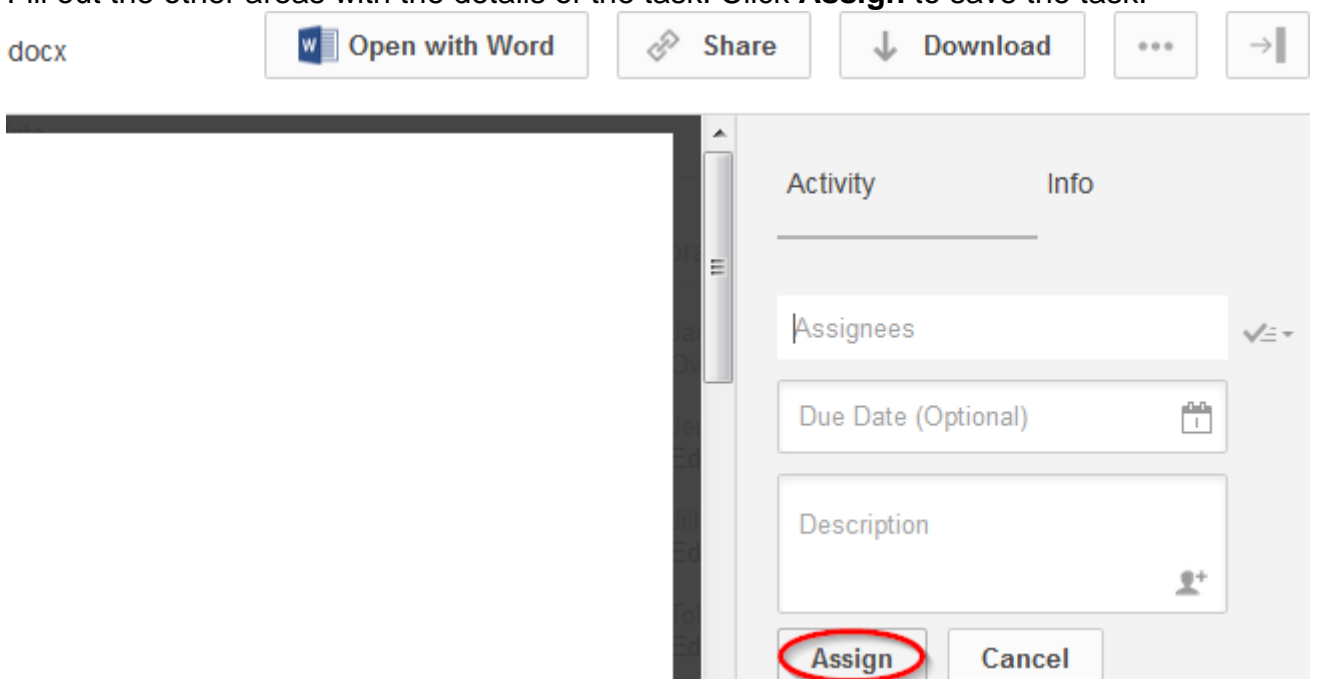


Tasks

1. To assign a task to a collaborator, preview the file by left clicking it. Click the text bubble icon to the right of the **Enter Comment** text area and select **Task**.



2. Type the name of the person you wish to assign the task to in the **Assignees** text field. Fill out the other areas with the details of the task. Click **Assign** to save the task.





Required Service Information


UCSF Box [1]

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Info


Enter Comment





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Activity

Info

Assignees



Due Date (Optional)



Description



Assign

Cancel

GET IT HELP. Contact the Service Desk online, or phone 415.514.4100

Site Login Site Index

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*//-->

Source URL: <https://it.ucsf.edu/services/ucsf-box/additional/comments-and-tasks>

Links

[1] <https://it.ucsf.edu/services/ucsf-box>