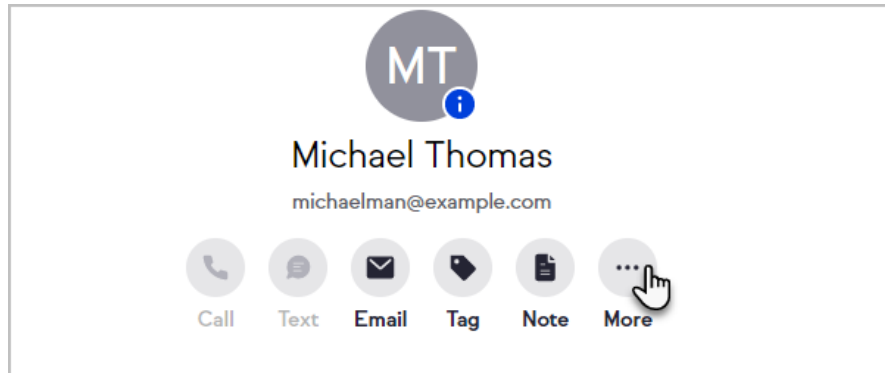


# Add Tasks

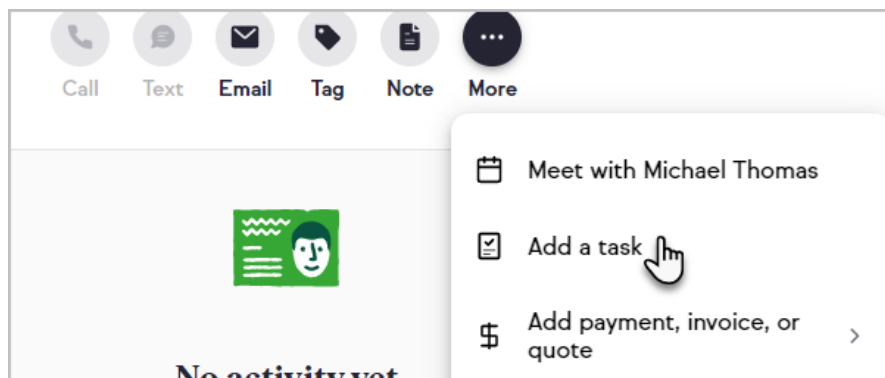
This article applies to:

You can add a task on the contact record and it will show up in your [task list](#) on the home page dashboard.

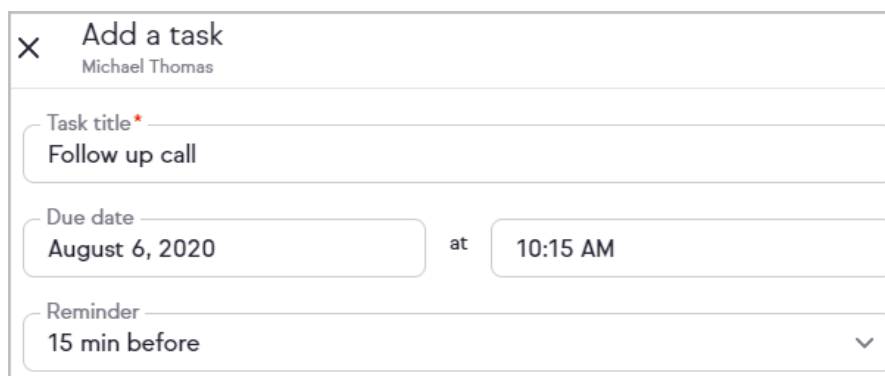
1. Click **More**



2. Select **Add a task**



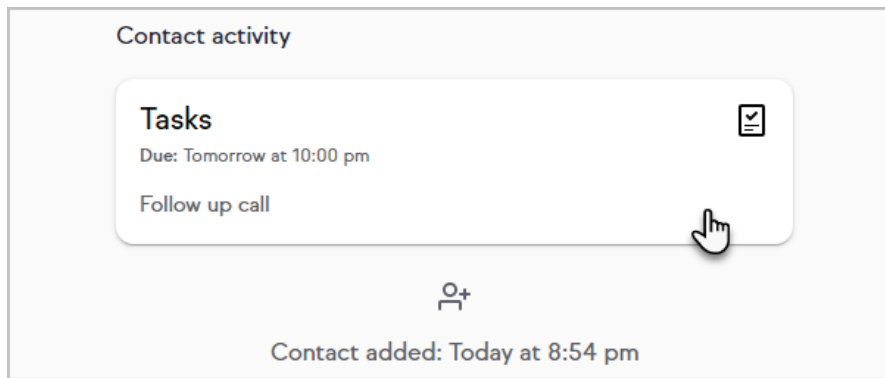
3. Enter details for the task

A screenshot of the 'Add a task' form for Michael Thomas. The form has a title bar with a close button and the text 'Add a task' and 'Michael Thomas'. Below the title bar are three input fields: 'Task title\*' with the value 'Follow up call', 'Due date' with the value 'August 6, 2020' and 'at' followed by '10:15 AM', and 'Reminder' with the value '15 min before' and a dropdown arrow.

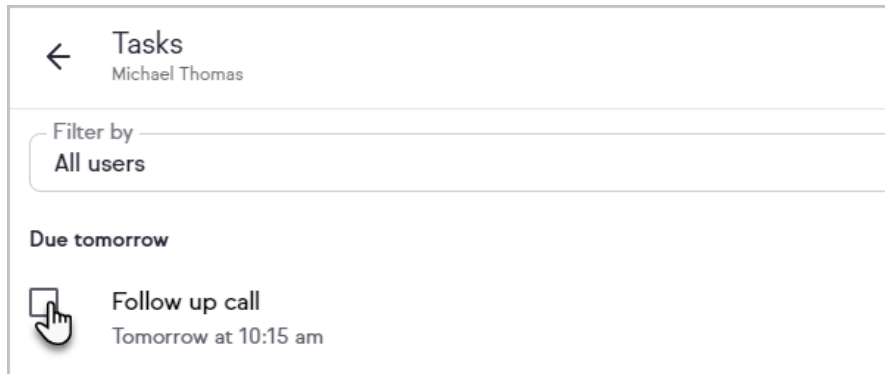
4. Click **Save**

To view tasks or mark a task as completed from the contact record:

1. Click the **Tasks** card



2. Check the box next to the task



3. To view completed tasks, click **Show completed**

