

Get started with Taskline in 10 minutes

Quick start for new workspace owners on any plan

Taskline web app v4.2

Tutorial

Last updated: October 2026

Who this is for

New workspace owners on any plan, setting up Taskline on day one.

Before you start

☐ A Taskline account

☐ A desktop browser (Chrome, Edge, Firefox or Safari)

☐ The email addresses of two teammates

Steps

1. Click **New workspace** and name it "Marketing Team".
2. Click **+ Project**, name it "Q3 Website Refresh", pick the **Board** template.
3. Add three tasks: "Draft homepage copy", "Pick hero image", "Review with legal".
4. Open "Draft homepage copy", assign it to Priya, set the due date to Friday.
5. Click **Invite**, enter both emails, choose the **Member** role, click **Send invites**.

YOU'RE DONE WHEN

The board shows three cards in **To Do** and both teammates appear as **Pending** under Members.

Next

Set up notifications

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