Things to remember:

- The Notes folder must be synced to iCloud and shared with the person you want to tag.
- All participants must have iPhones running iOS 16 or later or Macs running Ventura or later.

The Notes app is a very useful tool that allows you to take notes, jot down ideas and make lists. The app also comes with a tagging feature, which makes it easy for you to ping a particular person or group, letting you draw their attention to something important. So, in this blog, I will demonstrate the steps to tag someone in the Notes app on iPhone, iPad, and Mac.

- [How to tag someone in Notes app on iPhone or iPad](#)
- [How to tag someone in Notes app on Mac](#)

How to tag someone in Notes app on iPhone or iPad

Suppose you are collaborating on a project with colleagues or making a plan with your family. Tagging someone in the Notes app will help them to focus on the area you want to

highlight. Also, the participants will get notifications about the recent edits.

Therefore, it's a great way to keep everyone updated. Here is a step-by-step tutorial for adding a person's name to a note. Before we jump in, you must share the notes folders on your iPhone with the person you want to mention.

1. Launch the **Notes** app → Select **Shared** to view all the folders you have shared.
2. Navigate to the desired **note**.
3. Type (@) and enter the **name of the participant** you want to tag.
4. Tap **Done** to save your changes.
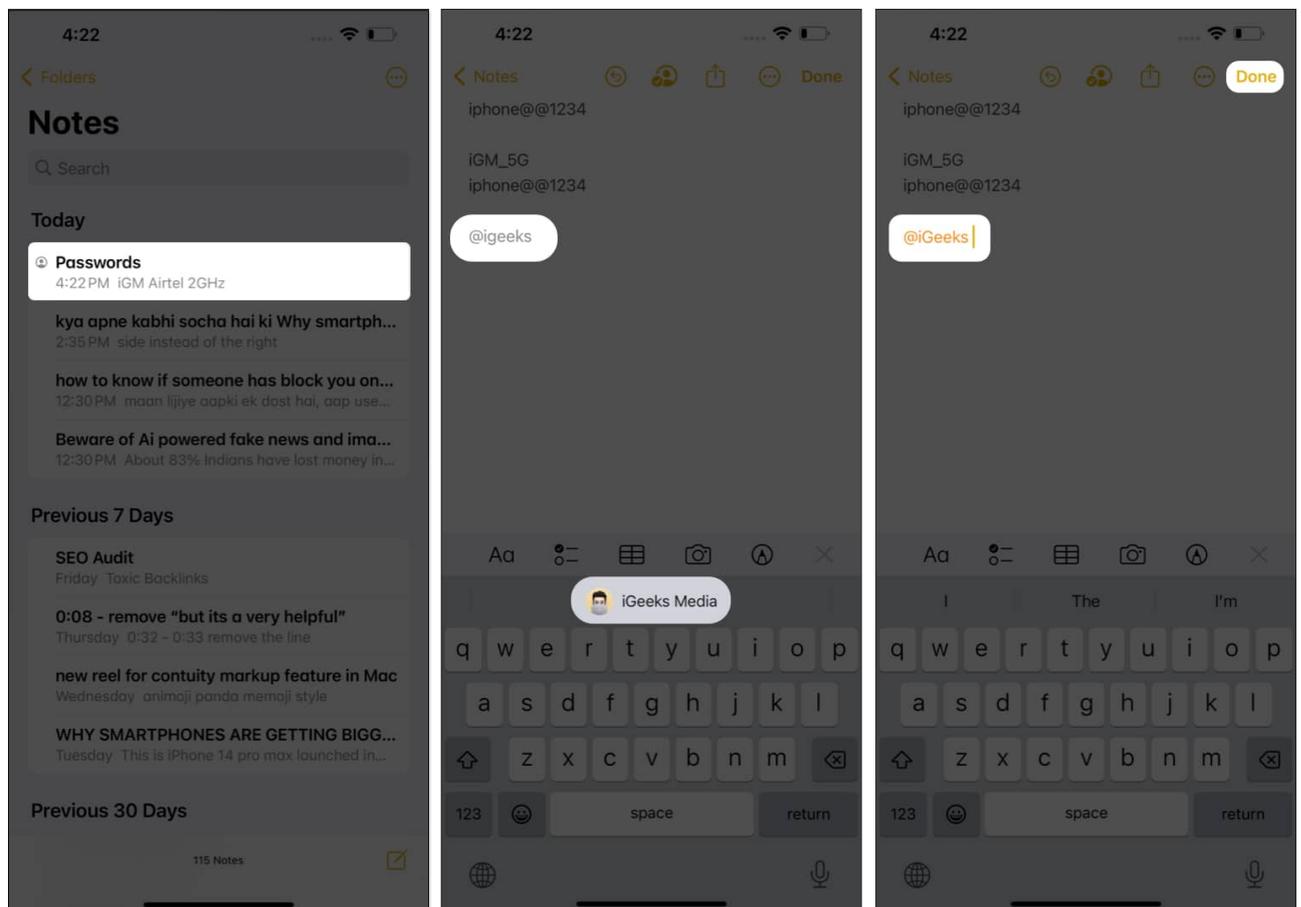
The tagged user will be highlighted and notified of the changes made in the note.

How to tag someone in Notes app on Mac

1. Open **Notes** on Mac.

2. Hover your cursor over the **folder you seek to share** → Tap the **three-dot** icon.
3. Tap **Share Folder.**
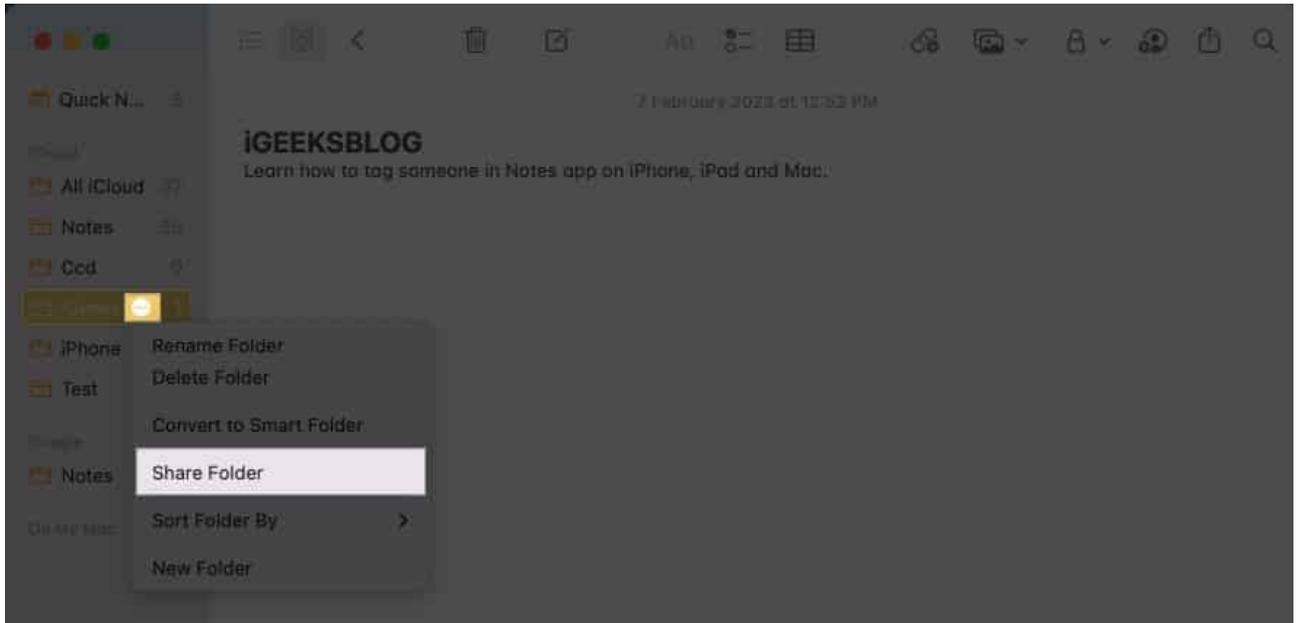
4. Set the **permission settings** as per your preference.
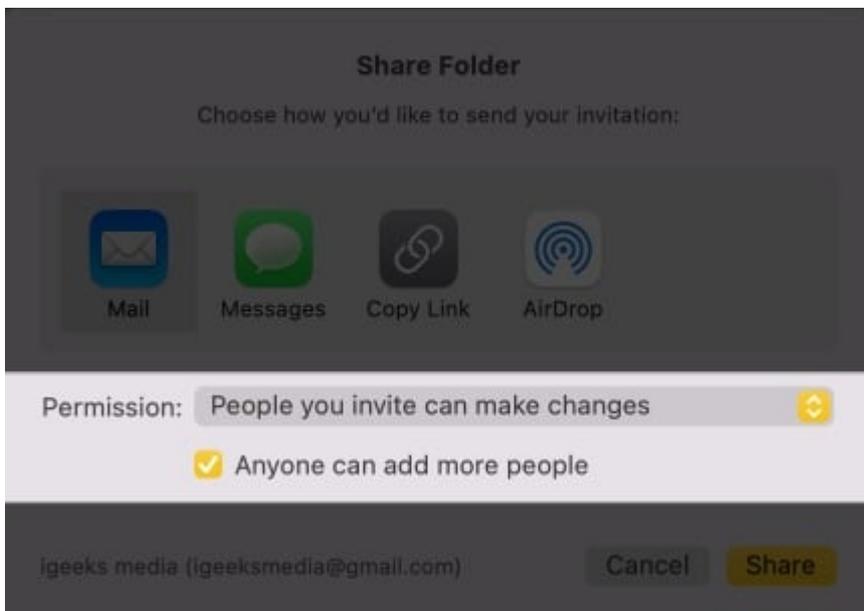
5. Select a **medium** from the Share Sheet → Tap **Share**.
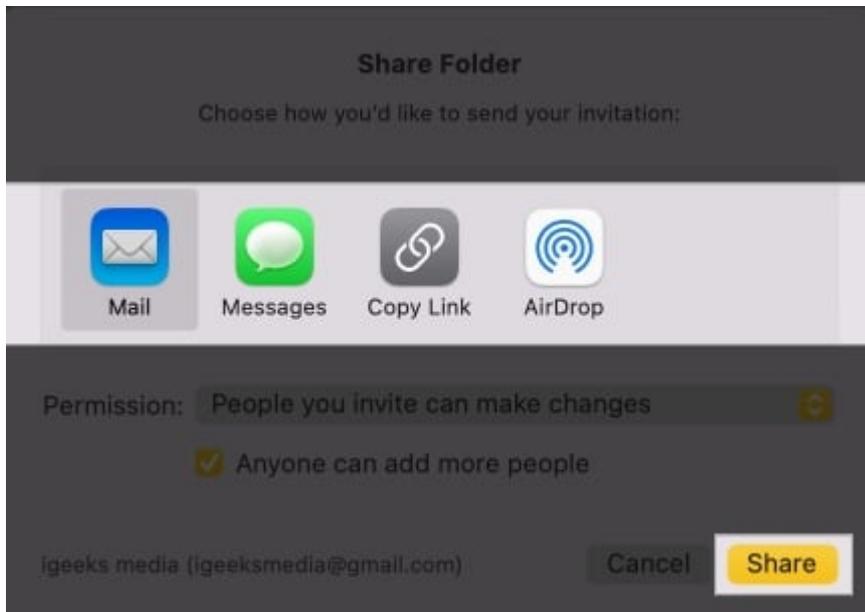
6. Add the **name or email ID (Apple ID)** of the **recipient** → Hit **Send**.
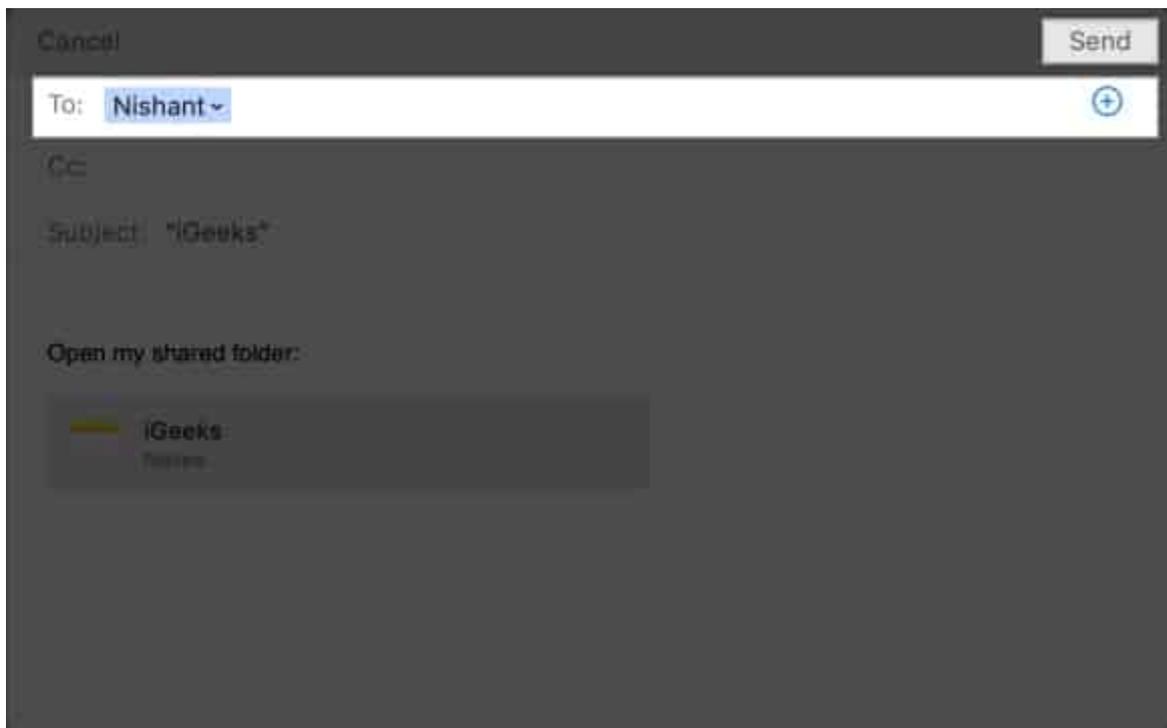
7. Once the user accepts the request, you will be allowed to tag the **recipient**.
8. Go to a **desired note** from the Shared folder → Type **@** and **enter the name** which will be highlighted for you.
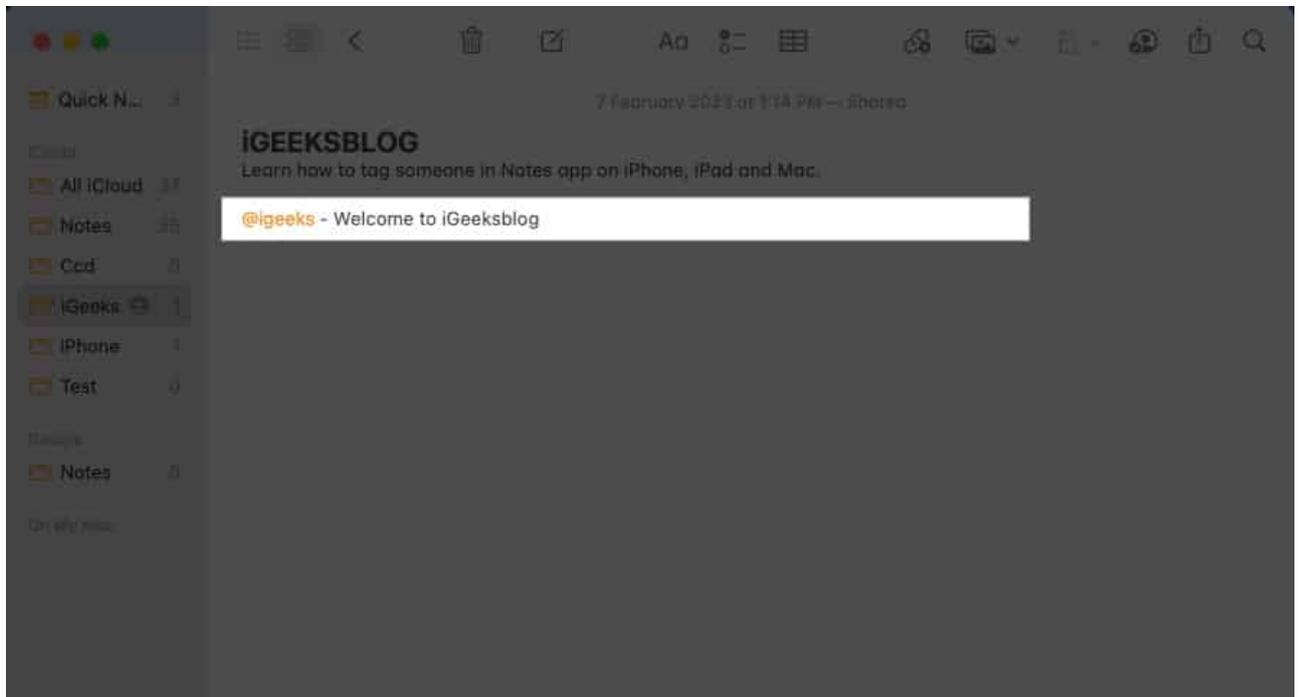
Now that the participant is tagged, they will receive a notification whenever any changes are made to the note.

Is there a limit to how many people I can tag in a note?

There is no set limit to the number of people you can tag in a note in Apple Notes.

How to remove users from the shared note?

Navigate to the shared file and tap Manage Shared Folder. Here, you can either remove the user or stop sharing the note altogether. Tap here to get a detailed guide for the same.

Wrapping up…

The Notes app allows you to tag documents and images, making it easy for you to keep track of important information and collaborate with others. Regardless of which type of device you're using (iPhone, iPad, or Mac), tagging someone is simple and intuitive.

Try it out and see how you can use this feature to make your note-taking or collaborative experience more streamlined.

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Read more:

- [Use Apple Notes App on Mac Proficiently](#)
- [How to use block quotes in Apple Notes in iOS 17,iPadOS 17 and macOS Sonoma](#)
- [How to link notes with one another on iPhone, iPad, and Mac](#)