NTHMP Mitigation & Education Subcommittee
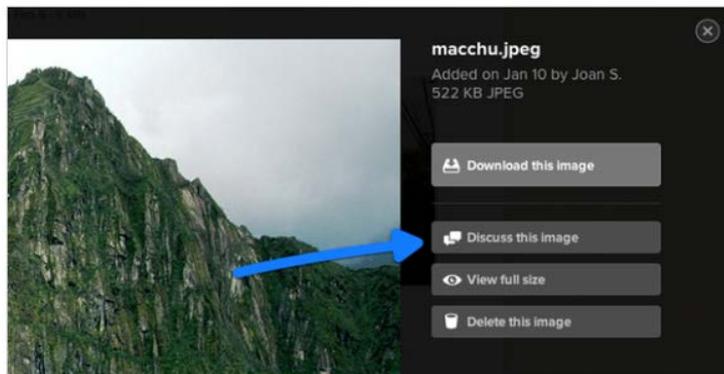
Basecamp Cheat Sheet

Features

- Discussions
- To-do lists
- Calendar
- Files
- Notifications
- "Me"
- Help

Discussions

- Start a stand-alone discussion
- Comment on a message, to-do, or event
- Reply to your email notification
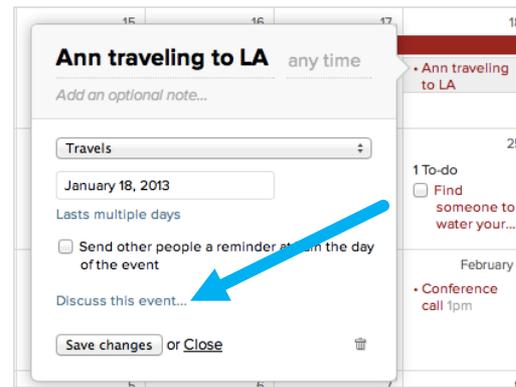- Notify select people
- More info about discussions here

Discussing files

1. When you click on a file, it will pop open in an overlay. Click the 'Discuss' button to add a comment.

macchu.jpeg
Added on Jan 10 by Joan S.
522 KB JPEG

- Download this image
- Discuss this image
- View full size
- Delete this image

Discussing events

1. Go to the Calendar page and click on a specific event. Click 'Discuss this event' to add your comments.

| 15 | 16 | 17 | 18 |

Ann traveling to LA   any time

Add an optional note...

Travels

January 18, 2013

Lasts multiple days

☐ Send other people a reminder on the day of the event

Discuss this event...

Save changes or Close

- Ann traveling to LA

25

1 To-do
☐ Find someone to water your...

February 1

- Conference call 1pm

To-do list

Organizing To-Do Items (1:11)

Calendar

Subscribing to Your Basecamp Calendar (1:11)

Files

- Upload a file
- Attach files to comments and messages
- Attach files directly to your to-do
- Download a file
- Add a label for easy sorting
- Select who is notified when you upload a file

Files

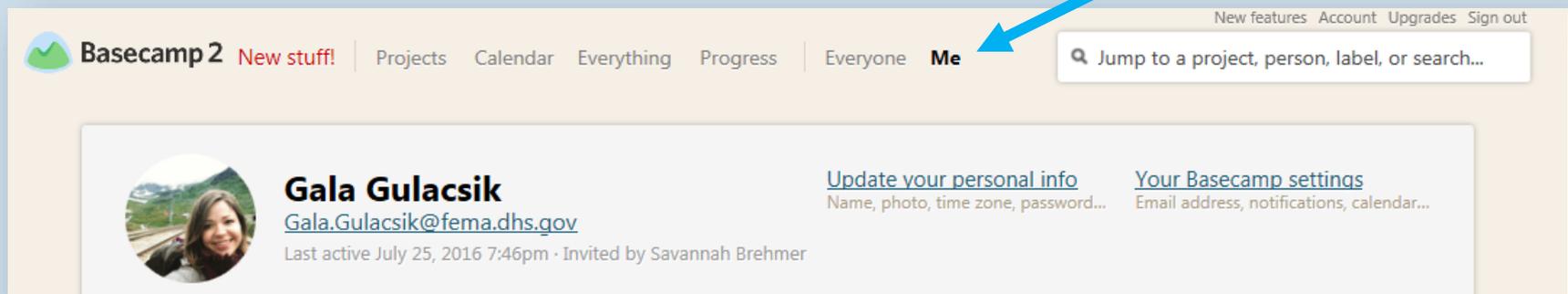**Tutorial on Files available on NTHMP MES project homepage**

Notifications

You will receive a notification if…

- You're invited to join a project or calendar
- You're assigned a to-do task by another user
- Your assigned task is given a due date and when that due date is changed
- The day before a task assigned to you is due
- Someone completes a to-do you created unless you opt out
- When you're included on a message, comment or file notification

Update "Me"

- Your "**Me**" page is where you can see all your assignments and activity. From here, you can make updates to your personal info, like your email address, photo, and other preferences
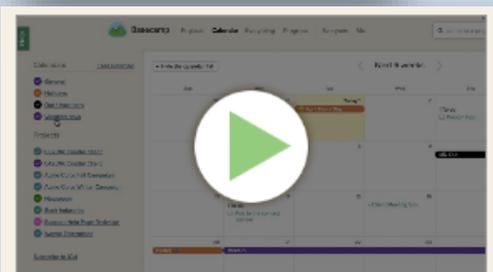- Learn how to update here

Help

Become a Basecamp 2 Pro (21:04)

Get an in-depth guided tour of every feature of Basecamp 2 with Merissa from Basecamp! You'll be a bonafide Basecamp Pro after watching this.

- **Help Guides**
- **Videos**
- **Search for answers**