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
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

Watch a quick video about Files
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
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](#)