Basecamp **Work at home beginner's guide**

Your company is now using Basecamp to help people working at home. Welcome!

Working at home can present real challenges for companies and employees: How do you communicate with co-workers quickly when email just won't cut it? How do you share ideas across departments with no office water cooler? And how do you track who's doing what on projects when you can't check in in person? Basecamp offers easy solutions to these problems.

Basecamp is an online platform for real-time communication and project management. With Basecamp, you can create checklists, collaborate on projects, message co-workers, and get deliverables to clients. And Basecamp works anywhere you have an internet connection.
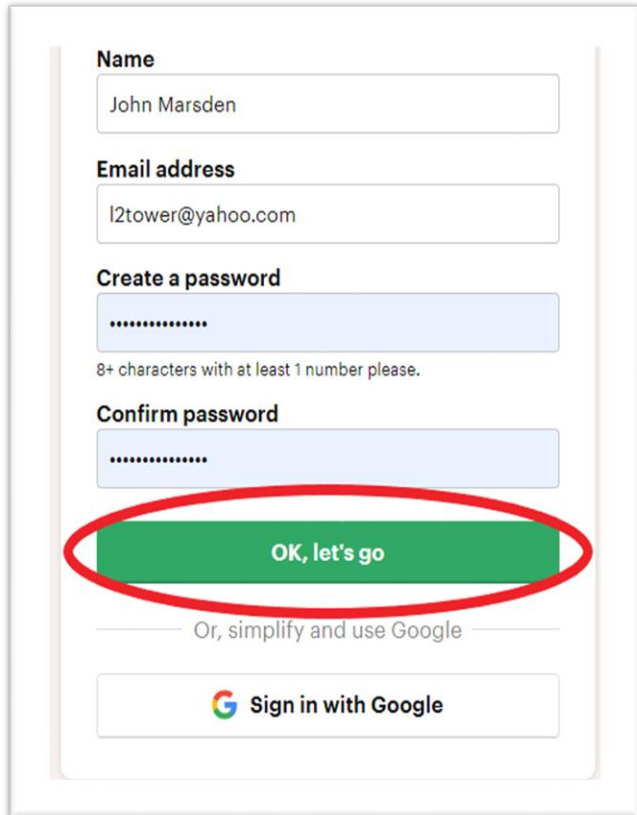
Continue reading to learn how to:

➢ Create your Basecamp account

➢ Navigate Basecamp

➢ Manage tasks in Basecamp

➢ Communicate with your team in Basecamp

Create Your Account

Setting up a Basecamp account is simple. Here's how:

1. In your work email, look for an invitation to join your company's Basecamp team.

2. Click the **"Join Basecamp"** button in the email invitation to activate your account.

3. Click the **"Make a new login with my email"** button.

4. Enter your work email address and create a password for your Basecamp account.

5. Click the "Ok, let's go" button to continue to your Basecamp home page.

Your Basecamp Home Page

Your Basecamp home page is your starting point for all of Basecamp's functions. **There are three main sections of the home page: HQ, Teams**, and **Projects**.
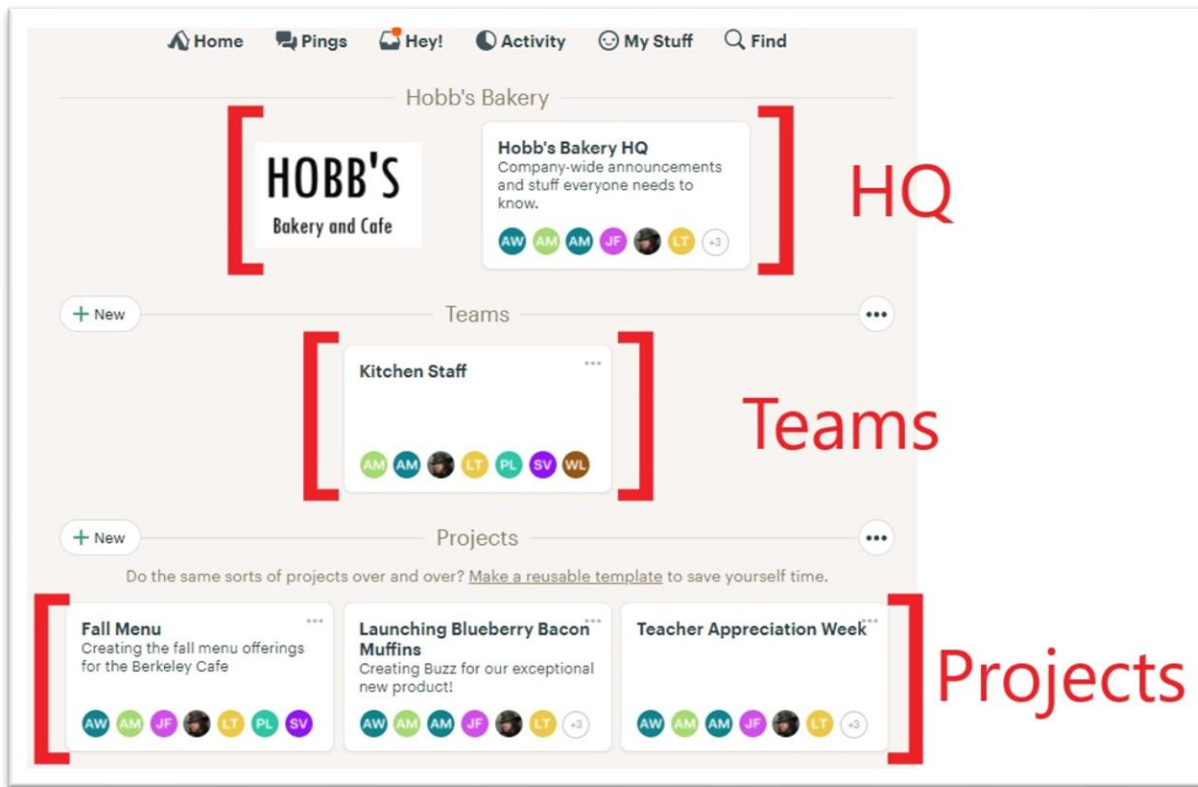
HQ

Your company's HQ section appears on your home page next to your company's logo. The HQ is a communication page that anyone in your company can access. Access the company HQ to view all-company announcements and see overall company goals.

Teams

Teams you have been assigned to appear on the Teams section of the home page. Most likely, your Basecamp Team or Teams will consist of the same people you work closely with at your company. Access the Teams section to communicate with your team members, view team-wide To-do lists, and see what your co-workers are working on.

Projects

Projects are the driving force in Basecamp. A Project is the place in Basecamp to gather information and documents and communicate with team members about a specific work project or goal. You may be assigned to work on many different Projects. This section shows all of the Projects assigned to you and your team, as well as who is working on them. When you click an individual Project, you can see and check off the tasks assigned to you for that Project.

Top Menu

There are six icons at the top of every page in Basecamp. These icons provide shortcuts to specific Basecamp features. Becoming familiar with these shortcuts can help you complete tasks and find information faster.

Click the **Home** icon to go to your Basecamp home page.

Click the **Pings** icon to see any messages you have received in Basecamp.

Click the **Hey!** icon to view any notifications you have received in Basecamp, including information about new Projects and To-dos.

Click the **My Stuff** icon to view all of the items stored in your Basecamp account, including shared files, schedules, and activity logs.

Click the **Find** icon to search for anything in your Basecamp account.

Complete a Task in Basecamp

In Basecamp, Projects are made up of individual tasks called **To-dos**. You can access the To-dos assigned to you for a specific Project by clicking on the Project on the Homepage and navigating to the To-dos section. Clicking the **Hey!** icon in the top menu also Allows you to see all of the To-dos you've been assigned across all projects.
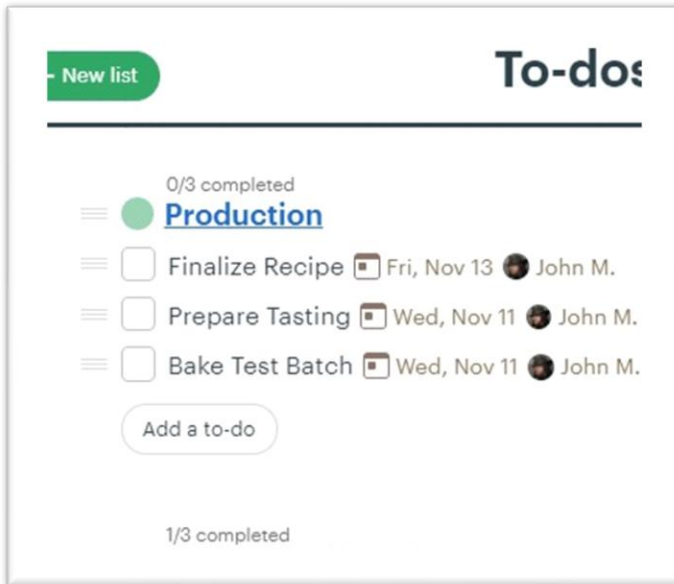
In this example, you are an employee at a local bakery. You have been assigned several **To-dos** to complete a new product launch. Follow these steps to complete your To-dos:
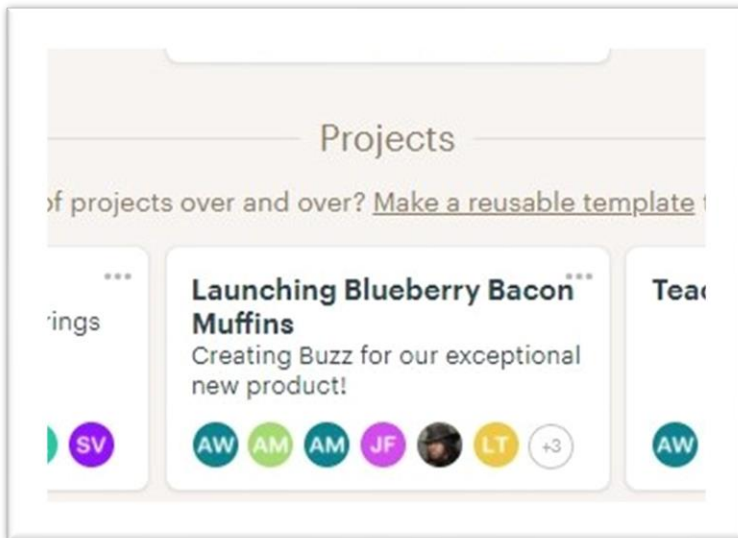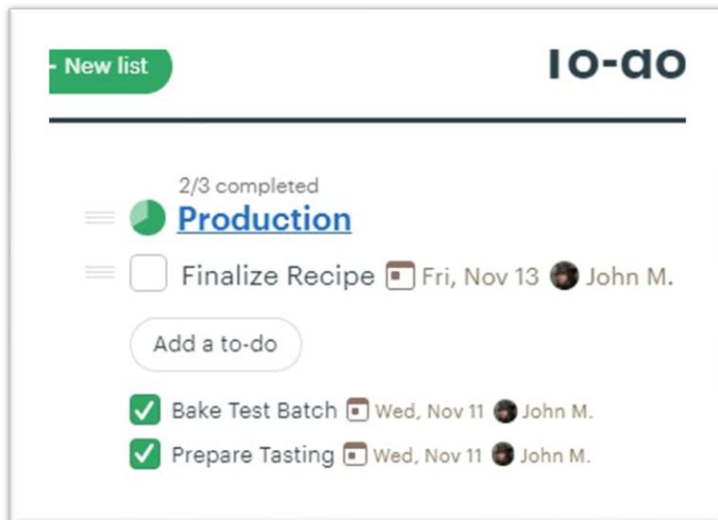
1. Navigate to the **Projects** section on the home page and click your project.
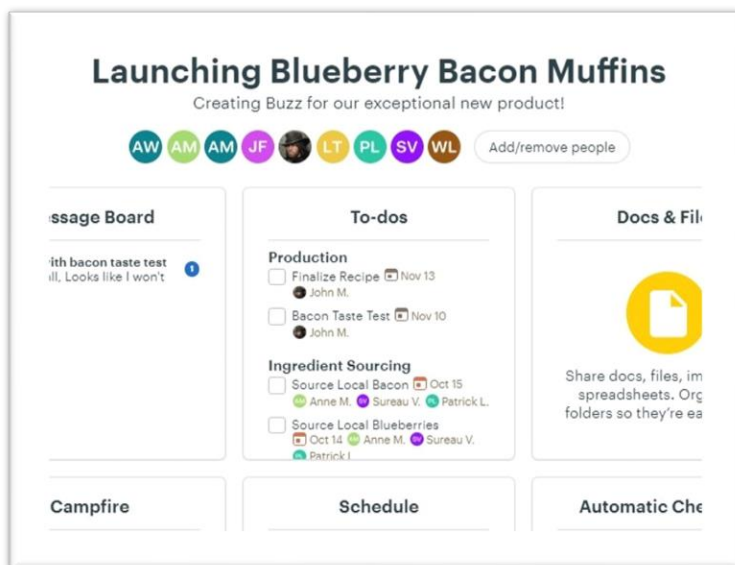
2. Click the **To-dos** section on the Project page.
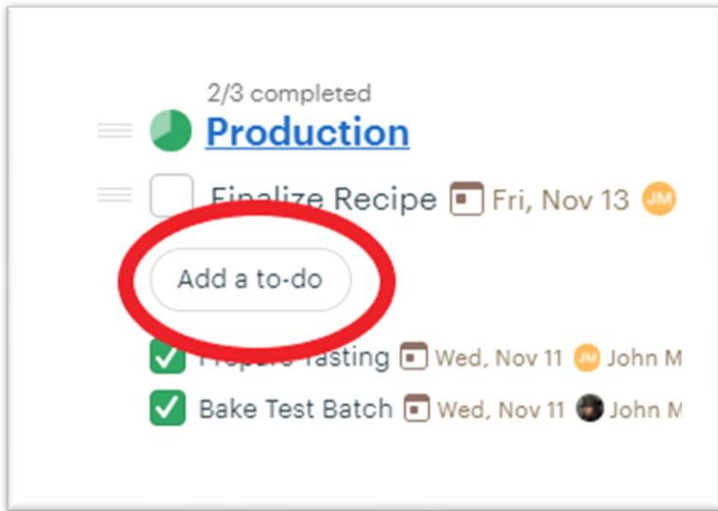
3. Review your To-dos and get to work!

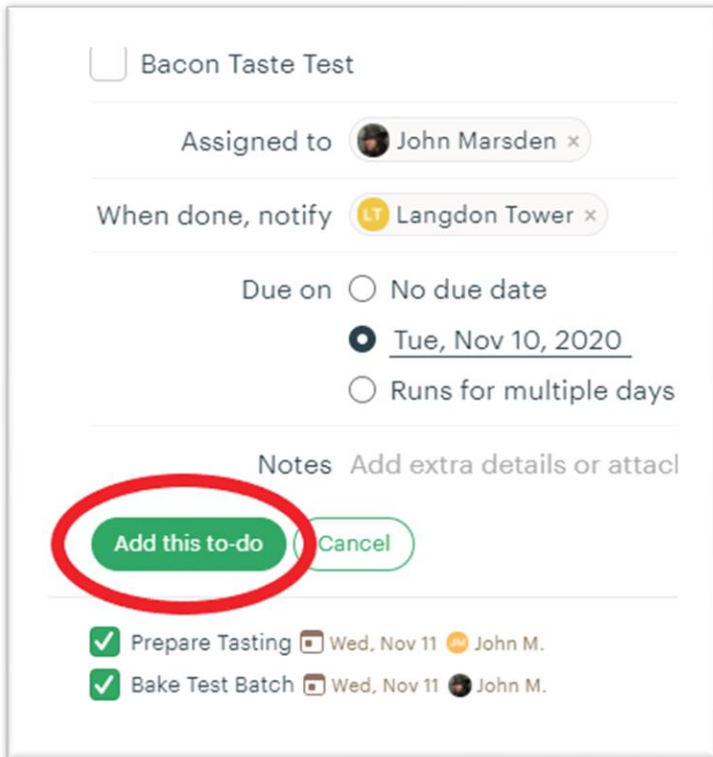4. As you finish tasks, check the boxes next to individual To-dos to mark them complete.

Add a Task to a To-do List

You can also add your own To-dos to a Project's To-do list. Here's how:

1. Click the white **"Add a To-do"** button below incomplete tasks on the To-do list.

2. Fill in the new To-do information. Include whom the task is assigned to and when it's due.

3. Click the green **"Add this To-do"** button to add the task to the To-do list.
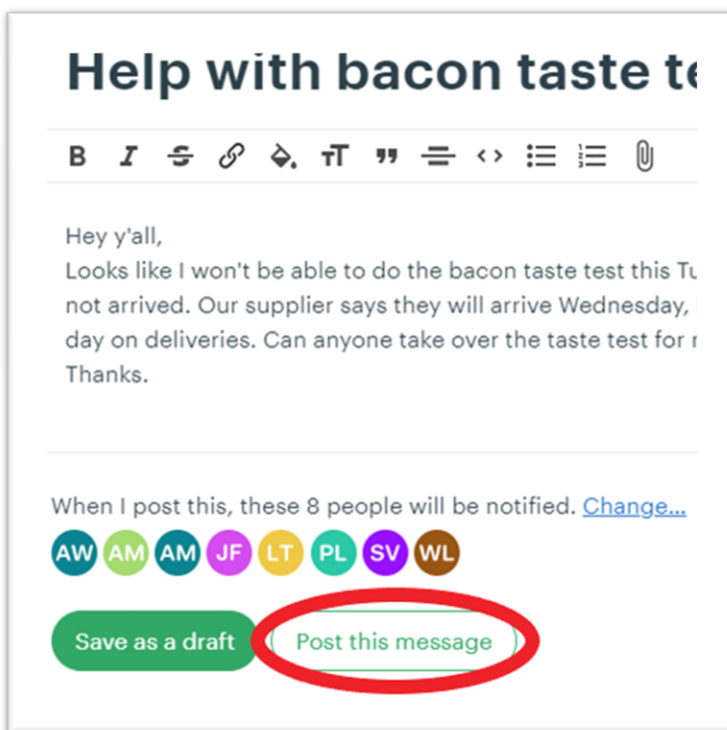
Communicate with Your Team via Message Board

Basecamp makes it easy to communicate with others in your company, from people on your team to upper management.

In this example, a problem has come up during the new product launch at your bakery. You need to bake a test batch of the new muffins, but the ingredients you need have not arrived in time. So, you decide to send a public message to the people on your Project team to see if anyone can help.

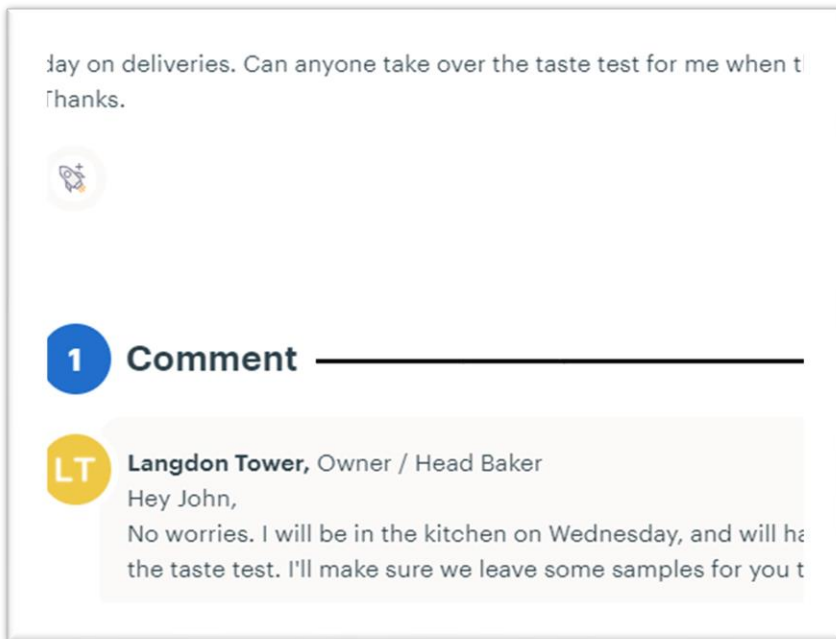Follow these steps to post a message to your team:

1. From the home page, click the Project you want to communicate about.

2. Click the **Message Board** box.

3. Click the **"New message"** button at the top of the page.

4. Type your message in the text box.

5. Click the **"Post this message"** button at the bottom of the page.

6. You receive a reply to your message. A co-worker can help with the taste test!

Communicate with Your Team via Campfire

If you don't want to write a long message or start a new message thread, **Campfire** lets you chat with your team in real-time. Campfire is designed to be less formal than the message board. It's an excellent place for casual chatting, check-ins, and non-work communication with your team. Each Project on your Basecamp home page has a Campfire section.

Follow these steps to post a message in a Project's Campfire:

1. From the home page, click the Project you want to communicate about.

2. Click the **Campfire** box.

3. Type your message in the text box at the bottom of the page.

4. Click the **"Post this message"** button at the bottom of the page.
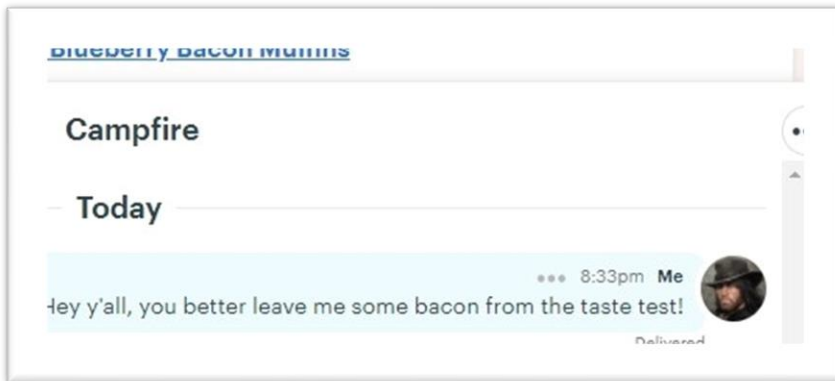
5. Your message appears in the Campfire!

Enjoy Basecamp!

That's it! You've reviewed the basics and are ready to start using Basecamp to work on projects and collaborate with your co-workers.

View the official Basecamp how-to guide for instructions on more advanced Basecamp tasks and functions, including creating a Team and sharing a document.

Basecamp is known for being one of the simplest project management programs around. We hope you have a great time using it at home.