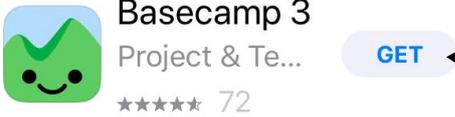


How to use the Basecamp App on a Smartphone

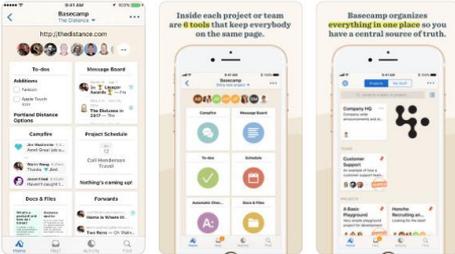
3 15:24 57%

basecamp3

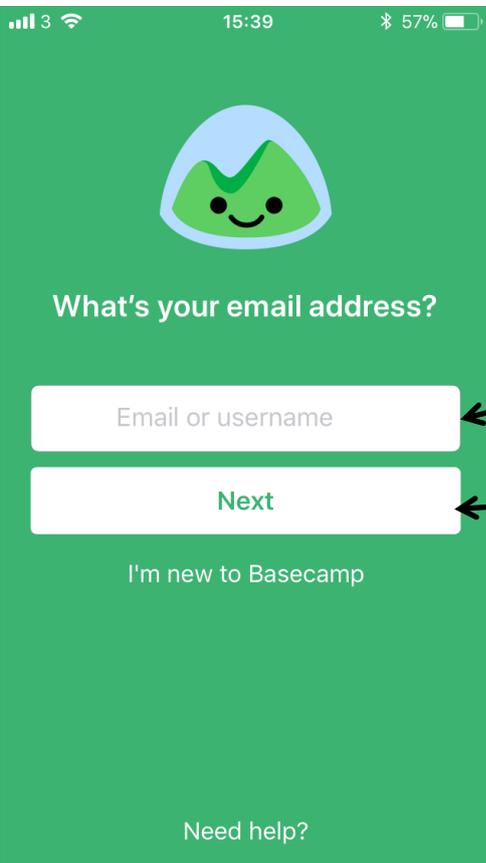


Go to the App Store on your phone and search for Basecamp 3.

Tap the 'Get' button to download the App.



Note: these notes are based on the fact you have registered to use Basecamp through the IACP invitation link and have a username and password.



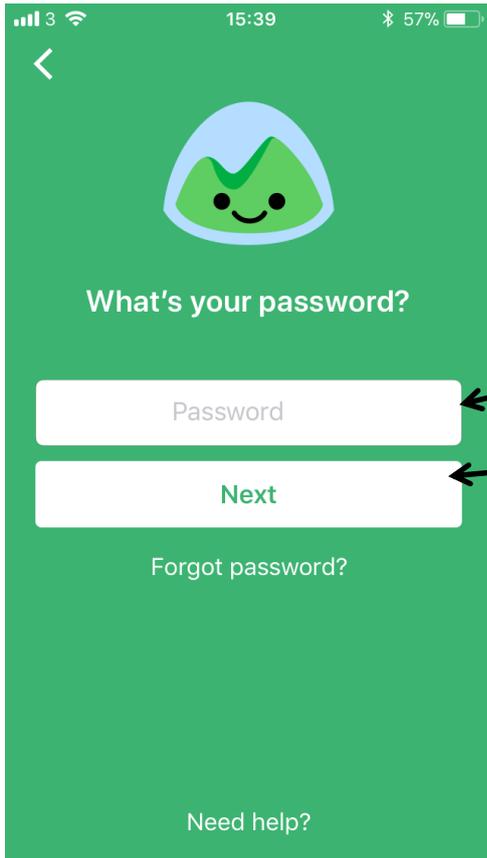
When you have downloaded the App, tap on it to open it.

This is the first screen you will see.

Enter your email address

And then tap 'Next'

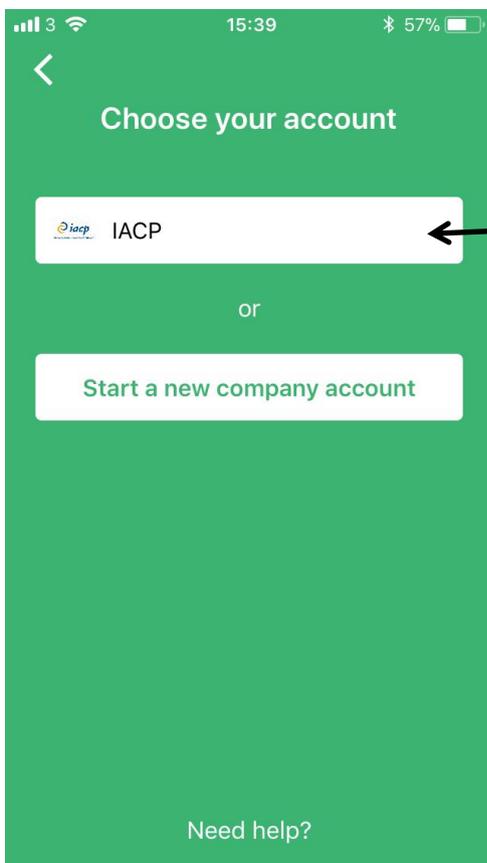
How to use the Basecamp App on a Smartphone



On the next screen

Enter your password,

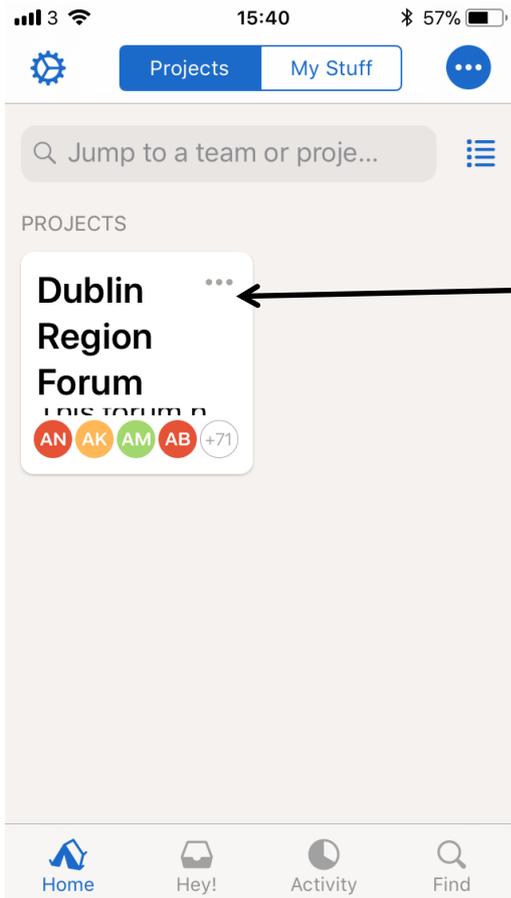
And then tap 'Next'.



On the next screen you must choose the account you wish to use.

Tap on 'IACP'.

How to use the Basecamp App on a Smartphone



Once you have selected the IACP Account, you will be brought to the Home screen of the App.

This will show the IACP forum or forums [called projects] that you have joined.

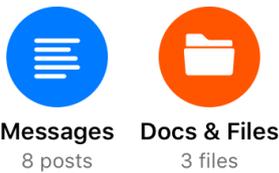
Tap on the forum to enter it.



The Homepage of the forum will open showing the following information;

A brief description of what it is.

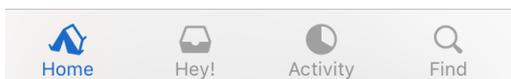
Initials of forum members.



The Icons for the Message Board and the Document & Files Area.

Latest activity

The most recent posts in Latest Activity.



How to use the Basecamp App on a Smartphone



Tap on the 'Messages' icon in the homepage

Message Board

Once you have done this you will be brought to the Message Board.

This will show all messages posted within the forum, starting from the most recent post etc.

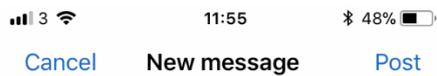
+ New message

Tap on '+ New Message' to start a new message in the forum.



Video of GDPR Seminars in Members Area

Carol Murray • 3:49pm
— Hi All The video of

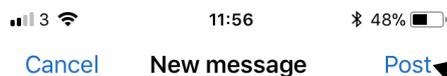


Type in the title of your new message where it says, 'Title...'

Title...

Type in the content of your message where it says, 'Write away...'

Write away...



When you have entered the content for your new message, tap on 'Post'.

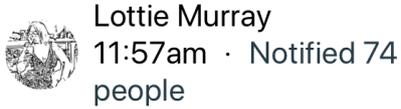
Test Message

This is a test

How to use the Basecamp App on a Smartphone



Test Message



Once you post the message you will be brought to the actual message on screen.

This is a test



Discussion



Message Board

+ New message



Your message will now appear as the first message within the message board.



How to use the Basecamp App on a Smartphone



Discussion



Add a comment
or a file...

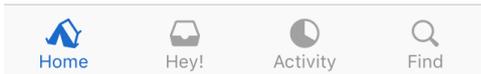
To add a comment to a current Message.

Open the message you want to respond to and scroll to the end of the message.

Tap on the 'Add a comment or a file' green box.

Subscribers

1 person will be notified when someone comments on this message.



Cancel

Write comment

Post



Re: Test Message
Lottie Murray

Add your comment...

Type in the comment you want to add to the message and then tap 'Post'.



Discussion



Lottie Murray

Test Account

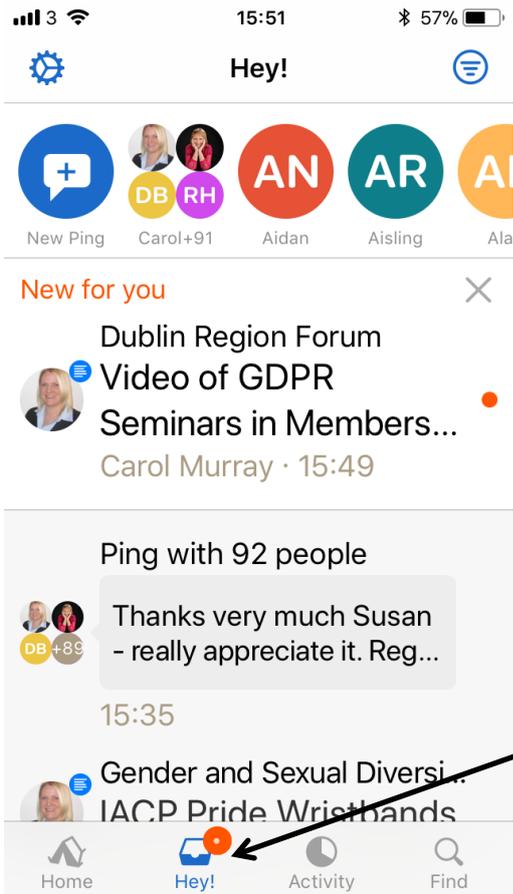
Another test

12:10pm



Your comment will now appear at the end of the message you are commenting on.

How to use the Basecamp App on a Smartphone

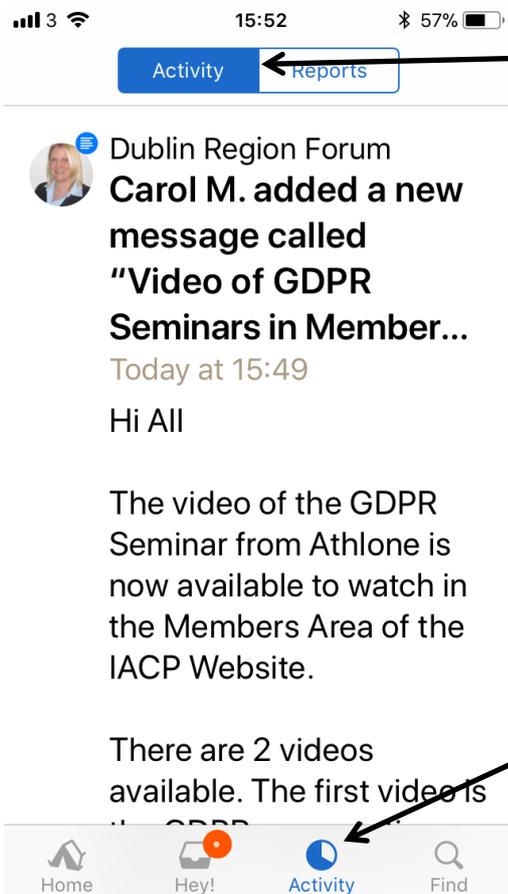


The 'Hey' Section

This section gives you a list of what is new for you since your last login.

You can tap any of the messages shown in this section to read them.

Tap on the 'Hey' icon at the bottom of the screen to access this area.



The 'Activity' Section

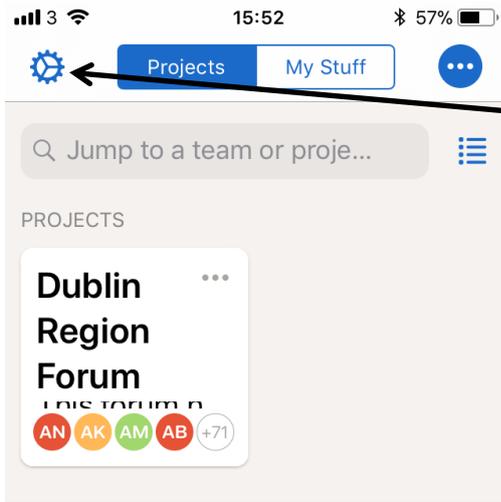
This section lists all of the activity for every forum you have joined.

We do not use the 'Reports' section.

Again, you can tap any of the messages shown in this section to read them.

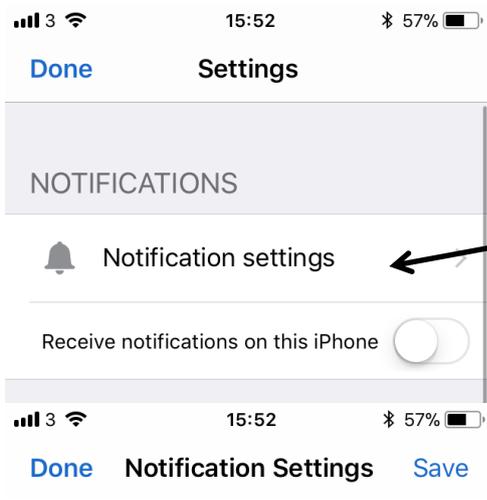
Tap on the 'Activity' icon at the bottom of the screen to access this area.

How to use the Basecamp App on a Smartphone



How to turn Notifications Off

From the homepage of the Basecamp 3 App, press the settings button.



Tap on 'Notification settings'



Notifications are on

You're set to receive email and browser notifications for everything all the time.

Turn on Focus Mode

[Turn notifications off](#)

Tap on 'Turn notifications off'

Your screen will show a message 'Notifications are off'.



Notifications are off

You've disabled all Basecamp notifications. We won't send you any notifications until you say so.

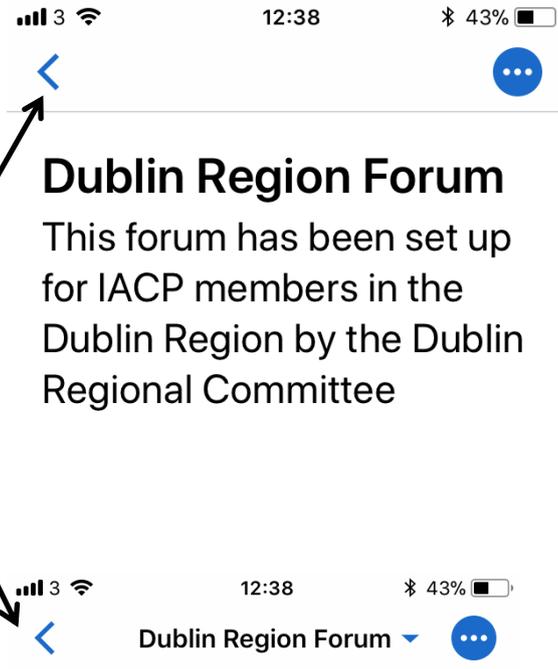
Turn notifications back on

How to use the Basecamp App on a Smartphone

How to move between screens within the Basecamp 3 Forum.

When you have entered the Forum, you require from your homepage, simply tap on each message or comment to enter it.

To go back a screen, tap the < button



Message Board

+ New message

Please note: the Smart Phone that was used when creating these notes was an Apple iPhone.

Screens may differ if using a different Smart Phone, but the same buttons and areas apply.