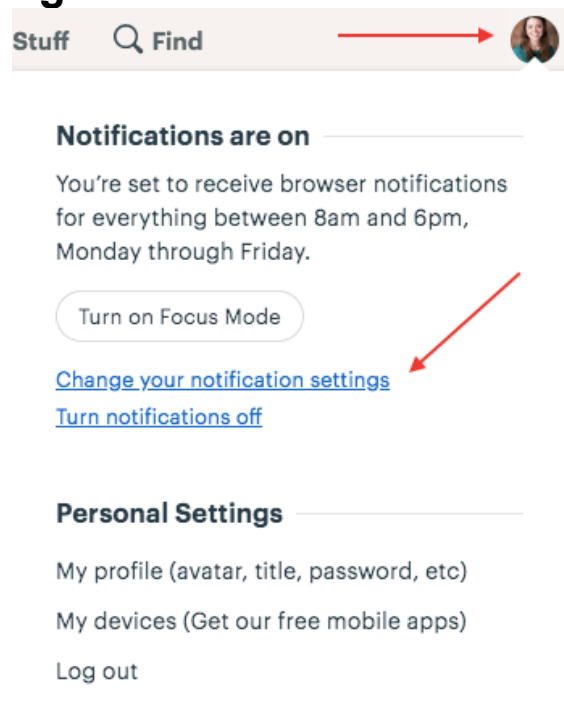


Instructions on how to set your Basecamp notifications to what works best for you.

There are **3 places** you'll need to go to set your Basecamp notifications to fit what you need:

1. **Your profile: To set most of your notification settings, you'll need to click on your icon (photo or initials) in the upper right hand corner, and select "change your notification settings."**



Screen Shot 2020-09-18 at 9.53.23 AM.png 50 KB • [Download](#)

From here you can set several preferences, including:

- Whether you want **notifications about all activity, or just direct messages.**
- Whether you want notifications to also come through your **email.** (If you check Basecamp regularly, you may want to turn this off. This one setting is the culprit for lots of your email overload! **See the settings below (#2 & #3) for less frequent ways to stay up to date.**)
- When & how you want notifications to show up within the **app** (or the **web page** if you don't use the app)

You can also set a couple of helpful settings, like:

- **Silencing notifications** before and after work hours
- Receiving a **daily digest email** about what happened each day (this is a great option if you don't check Basecamp regularly, or don't keep Basecamp open all the time)



Notification settings and Work Can Wait

What?



Notify me about everything

This includes new messages and comments, to-dos assigned to you, when someone @mentions you, and Campfire chats and Pings you're part of.



Only notify me when someone sends me a Ping or @mentions me

Basecamp will only send you a notification when someone sends you a Ping or @mentions you anywhere. You can always check the Hey! and Campfire menus manually to see what else is new for you.

How?



Send me email notifications

Note: To prevent your inbox from overflowing, Basecamp will bundle Pings together if they happen within a few minutes of each other. You won't be emailed if you are actively participating in a Ping or Campfire chat in the Basecamp app or on your computer.



Pop up notifications on my computer when Basecamp is open

Note: To prevent you from being annoyingly overnotified, you won't get pop-up alerts about a particular message, to-do, or chat if you're looking right at it.



Show the number of unread items

You'll see counts for each new Ping, Campfire, and Hey! notification when Basecamp is open in your browser.



On



Off

Screen Shot 2020-09-18 at 9.53.41 AM.png 122 KB • [Download](#)

You can also get notifications/alerts from Basecamp on your phone or tablet. [Download our free app for iOS or Android](#)

When?



Always! 24/7/365 no matter what.



Work Can Wait! Only during my work hours...

8am

to

6pm

Mo

Tu

We

Th

Fr

Sa

Su



Catch me up if anything happened after hours

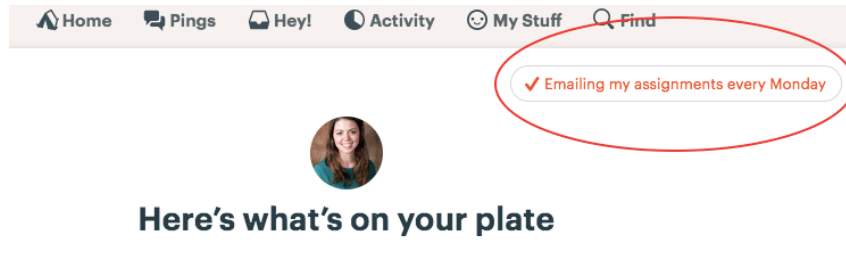
We'll send you an email or push notification summarizing everything that happened while you were away.

Save my settings

Screen Shot 2020-09-18 at 9.53.51 AM.png 64.7 KB • [Download](#)

2. "My Stuff": This is where you set the weekly digest option, i.e. the emails you get on Mondays that review your to-do's.

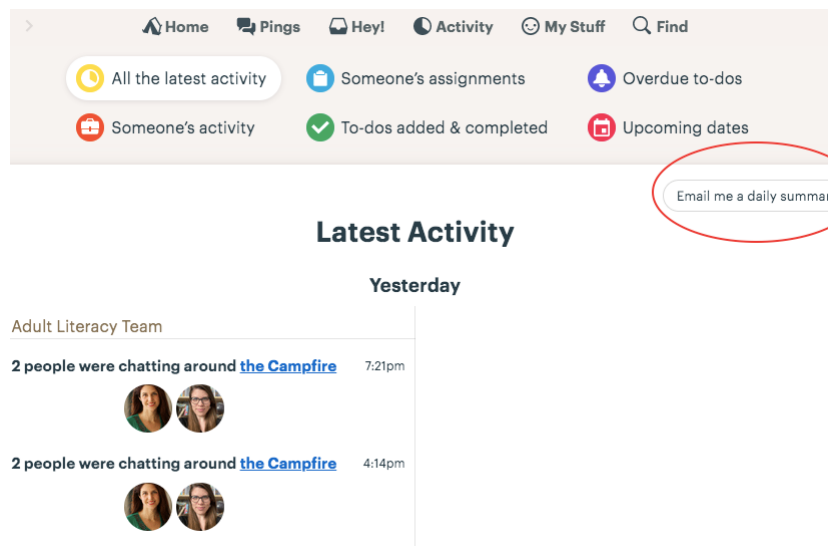
- You'll need to click on "My Stuff" and then "My assignments."
- At the top of the page, you should see a button where you can turn off or on (your preference) the option to get a weekly digest of your assignments.
- **When this setting is helpful:** to stay reminded about what's on your plate, if you prefer minimal notifications, or only check Basecamp weekly
- **When this setting is NOT helpful:** If you already check Basecamp regularly and/or complete to-do's quickly.



Screen Shot 2020-09-18 at 9.54.15 AM.png 46.4 KB • [Download](#)

3. "Activity": This is where you determine whether to receive ONE daily email about ALL activity that occurs on Basecamp in a day.

- This is different from the setting in "My Stuff", which sends a *weekly* reminder of only *your personal assignments*.
- This is different than the email setting in "My Profile", which sends individual emails for each activity that happens on Basecamp.
- **When this setting is helpful:** for those who want to stay up-to-date every day on what's happening in Basecamp, but prefer not to use the actual app and/or site often.
- **When this setting is NOT helpful:** if you already stay up-to-date on the app, prefer to keep your Basecamp notifications via email minimal, or prefer to check basecamp less frequently.



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And that's it! You can see here the settings that I have chosen to stay up-to-date, but please set your settings to work best for YOU, your capacity, and your preferences!

Note: We do ask that you please do not turn ALL notifications (email and otherwise) completely off, since we depend on the app for communication. However, there are lots of ways to make this work for you and your communication preferences!

Please let me know if there is any way I can help you with your notification settings!