**BASECAMP**

*Tips and Tricks*

You can loop individuals into conversations that are not a part of the project without allowing them access to view only what is currently being discussed in the discussion group.

There are different levels of permission on this application.

Basecamp Calendar can be updated to include events from other calendars such as Outlook, Google, ICall, etc.

You can customize your screen view by:

* Cards
* Project Names
* Combination of them both

Highlighting the star brings that project to the top for viewing.

If you want to group a series of projects together you can do this by giving them a specific name such as:

* Coudal: Bulk Mail
* Coudal: Charity Event
* Coudal: Market Strategy