

How to join ASANA?

Sign Up

1. Visit <https://asana.com>
2. Click Get Started for FREE.
3. Verify email address
4. Create account

Accept Invite

1. Open the email invite
2. Click the Join Now button
3. Create account

LOGIN:

Enter your account's email address and password

LOGOUT:

Click your profile photo. Click Log Out.

Where to find?

1. TOP BAR

My Tasks, Inbox, Quick Add, Search, Profile Settings, Workspace or Organization Settings

2. SIDE BAR

My Dashboard, Projects, Favorites, Recents, Team Conversations, Team Calendar in your Workspace or Organization

3. Header

Options for a Project, My Tasks, or Search views

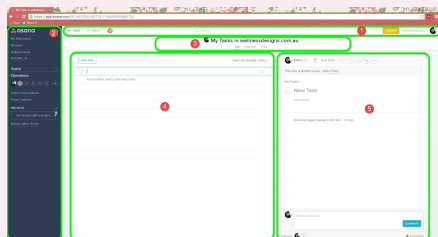
4. Main pane

Search results, Inbox notifications, Dashboard project cards, Task lists, and Conversation posts.

5. Right pane

Assign a task, Set a due date & due time, Heart the task, Identify what project the task is in, Mark the task complete or incomplete, Add a description to give the task more context, Build a list of subtasks, Attach files, Post a comment, Follow or unfollow the task

How to navigate?



How to's - Basics

Activity	Instructions	Location
1. Edit Profile	Click your profile photo	Top Bar
	Click Profile Settings	Top Bar Dropdown
2. Enter a WORKSPACE	WORKSPACE - This is where all the project tasks with a team are stored.	
	Click your profile photo	Top Bar
	Click on a Workspace	Top Bar Dropdown
3. Quick Add anything	Click Quick Add Button (+)	Top Bar
4. Edit a Task	Click a Task	Main Pane
	Edit Task settings	Right Pane
5. Favorite anything	Click the star icon beside a project name, contact name, etc.	Side Bar
6. Chat with team mate	Select a Project	Side Bar
	Click Conversations	Header
	Post a message and click Post	Main Pane
7. Book a schedule	Click Calendar	Side Bar
	Add details to a date	Main Pane