

### 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

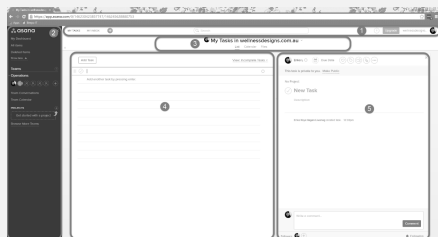
#### 4. Main pane

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	<b>WORKSPACE</b> - This is where all the project tasks with a team are stored.	
	Click your profile photo	Top Bar
	Click on a <b>Workspace</b>	Top Bar Dropdown
3. Quick Add anything	Click Quick Add Button (+)	Top Bar
4. Edit a Task	Click a <b>Task</b>	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 <b>Post</b>	Main Pane
7. Book a schedule	Click <b>Calendar</b>	Side Bar
	Add details to a date	Main Pane