


# Get Started with TeamGantt

## 1. Create Your Account.

It's as simple as clicking the "Click Here to go to Your Project" link in the invitation email you should have been sent. (If you haven't received an invitation email, check with the person running this meeting)

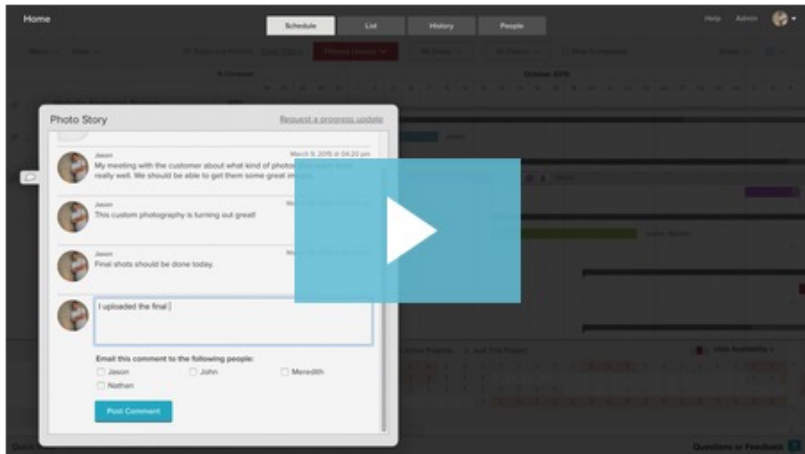


Jason has invited you to the project **Simple Project** in TeamGantt. The entire schedule as well as documents and comments can be viewed inside of this project.

*"I created this project called, 'Simple Project' in TeamGantt. We can use it to schedule our tasks, share files, and discuss tasks for the project."*

[Click Here to Go to Your Project](#)


**First time using teamgantt? Watch this quick video to learn how to get started:**



**Need Help?**  
If you want to learn more about how to use TeamGantt, try exploring the [help section](#).

Choose a picture for your account. Make sure your name and email address are correct. Set your timezone as well as the time of day you would like to receive your daily email update and choose a strong password.

## My Profile



Make sure everyone can recognize you easily.

Upload Photo

Name & Email:

First:

Last:

Email:

Time Zone:

GMT Offset:

Send Daily Email at:

Set Password:

New:

Verify New:

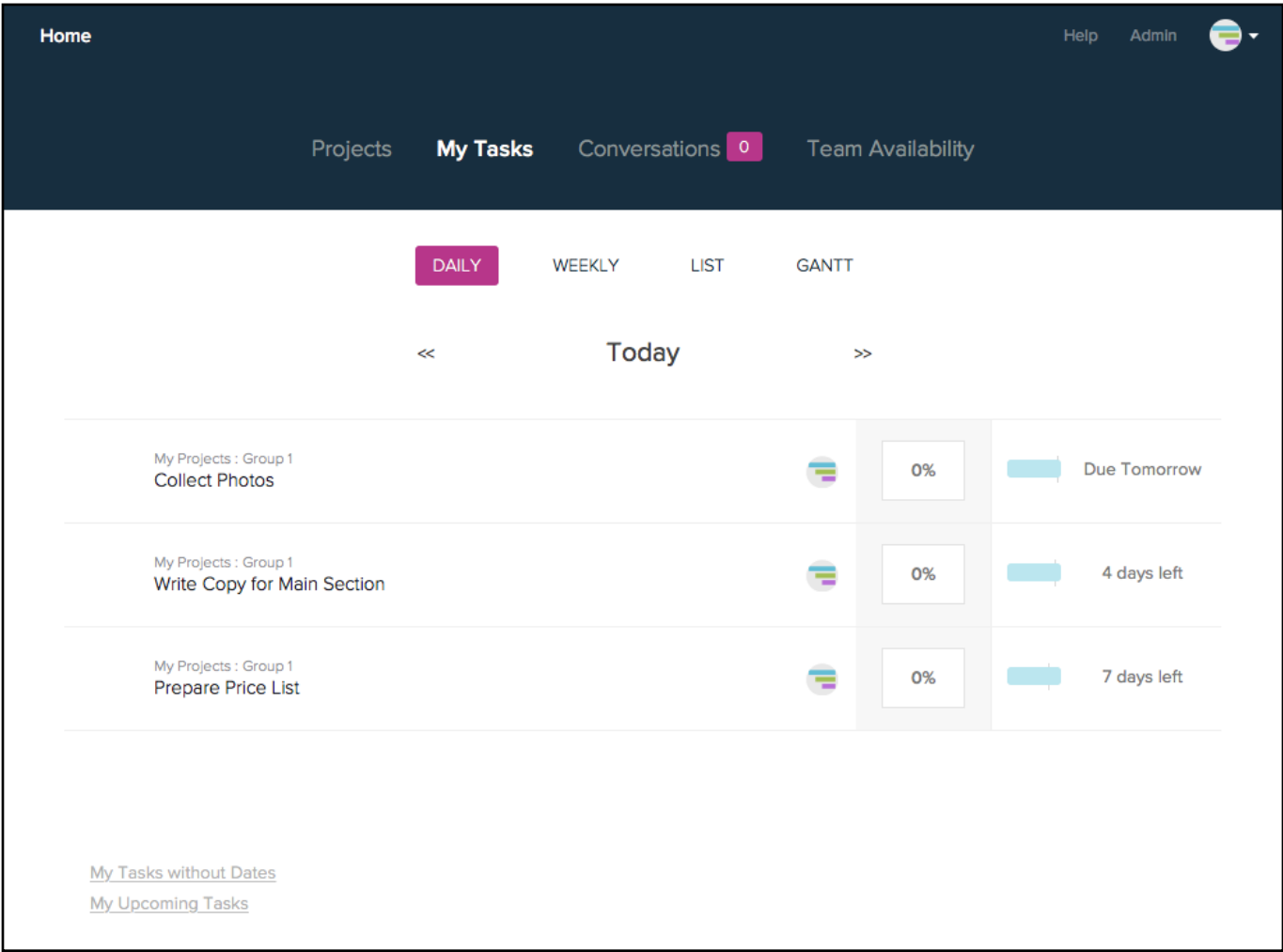
Update My Profile

That's it! You're ready to start using TeamGantt!

## 2. Log in and use ‘My Task View’ to see what tasks have been assigned to you.

Once you login, you can select ‘My Task View’ from your dashboard to see a simple but detailed list of all the tasks you’ve been assigned, when they’re due, as well as see the completion status of each task. Watch the 'My Task View' video here:

<http://teamgantt.com/video/my-task-view/>.



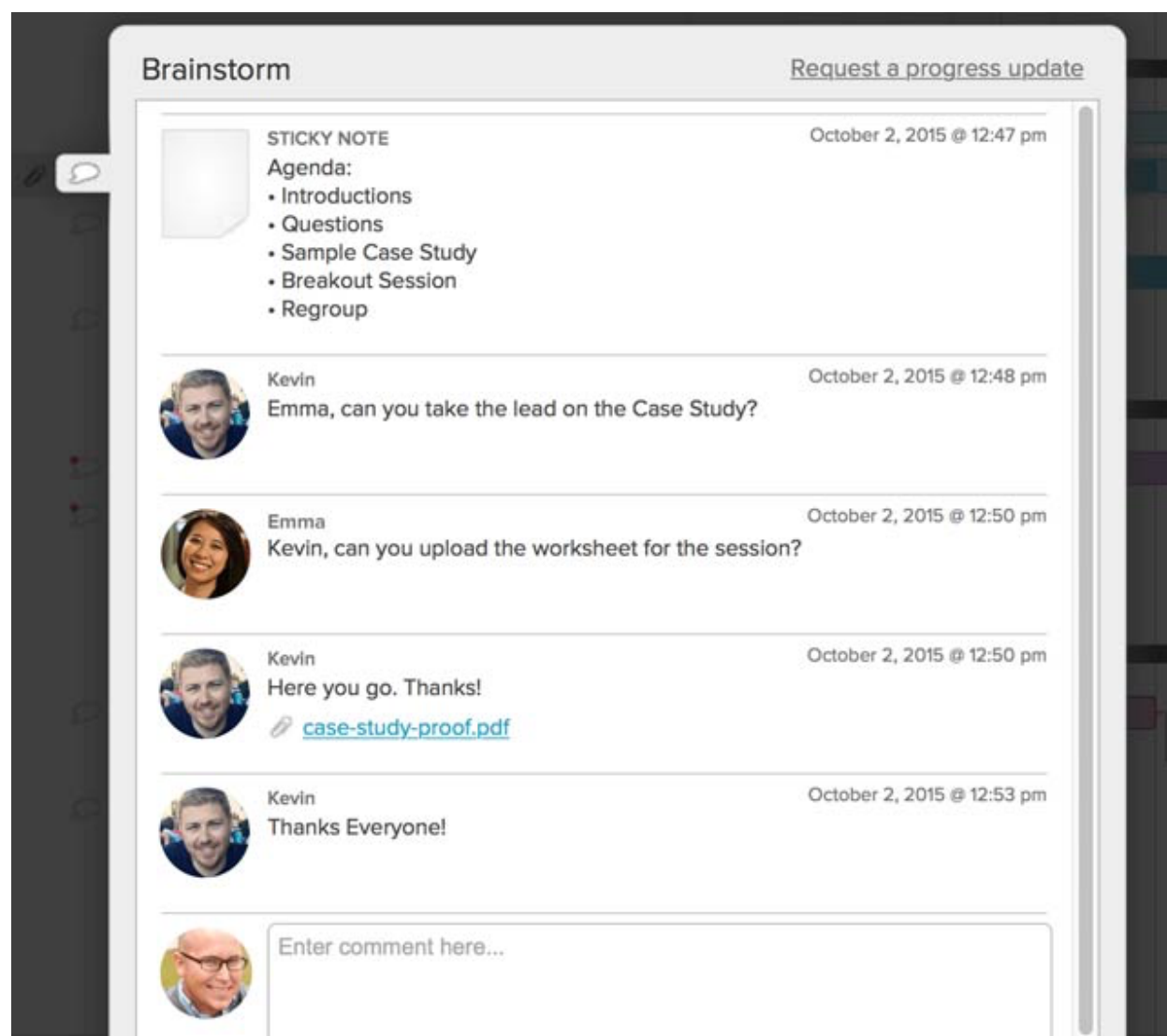
### 3. Update your progress.

Now would be as good a time as any to update your progress on some of your assigned tasks. Simply click in the percent complete field and update your progress. Easy!

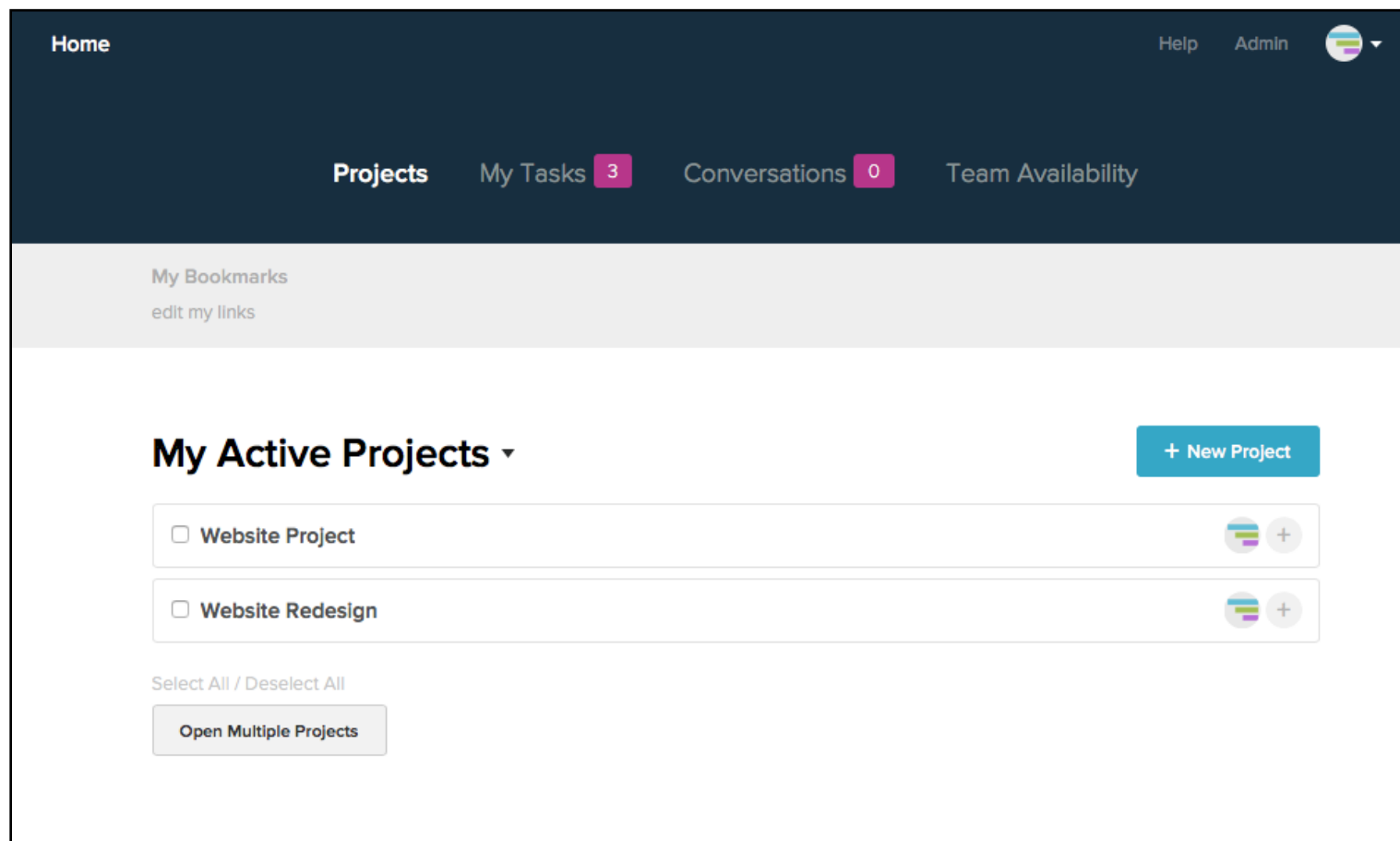
<div>DAILYWEEKLYLISTGANTT</div>				
<div>&lt;&lt;Today&gt;&gt;</div>				
Research Project : Prototypes Workshop Sessions	<div><div></div><div></div></div>	50%	<div><div></div></div>	-13 days left
Research Project : User Research Report	<div><div></div><div></div></div>	25%	<div><div></div></div>	-3 days left
<div>1</div> Research Project : Prototypes User Flows	<div><div></div><div></div><div></div></div>	50%	<div><div></div></div>	-3 days left
Onboarding Your Team - Documentation : Content Write Content	<div><div></div></div>	0%	<div><div></div></div>	Due Today
How-To Videos : Capture / Edit : Video Group 4 - Capture / Edit People or Resources? - Capture / Edit	<div><div></div></div>	0%	<div><div></div></div>	Due Tomorrow
How-To Videos : Capture / Edit : Video Group 4 - Capture / Edit Super Quick Add Task - Capture / Edit	<div><div></div></div>	0%	<div><div></div></div>	Due Tomorrow
How-To Videos : Capture / Edit : Video Group 4 - Capture / Edit Dependencies - Capture / Edit	<div><div></div></div>	100%	<div><div></div></div>	Due Tomorrow

## 4. Leave a comment.

You can leave comments at the project or task level in TeamGantt. Click the chat bubble to the left of the project name or task name and leave a comment. Chose who should be notified about the comment and send it. Watch the video on 'Documents and Comments' here: <http://teamgantt.com/video/documents-and-comments/>



You could also jump right into the project schedule if you'd like to see the entire project at one time. To do that, from your dashboard, just click the name of a project to open the schedule view.



If you would like to open more than one project at a time, just use the select boxes to the left of each project that you would like to open, and then click the 'Open Multiple Projects' button. The projects will open in the order they are checked.

You're now off and running in TeamGantt!

Here's a list of helpful videos to get you started quickly:

**Inviting People to Your Project** – (<http://teamgantt.com/video/inviting-people-to-your-project/>)

**Adding Tasks** – (<http://teamgantt.com/video/adding-tasks-2/>)

**Documents and Comments** – (<http://teamgantt.com/video/documents-and-comments/>)

**Using Dependencies** – (<http://teamgantt.com/video/how-to-use-gantt-chart-dependencies-2/>)

We've also put together a category of basic help documentation at:

<http://support.teamgantt.com/category/96-kickoff-meeting-resources>.

This documentation will answer all your beginning questions about using TeamGantt.

For even more help documentation, visit <http://teamgantt.com/support>.