



How to Forward Emails to Basecamp

Prepared By: ASHRAE Communications Committee
Approved for Distribution: 2018

FORWARDS

You can forward any email into Basecamp, discuss it with your team, and reply directly to the original sender. Here's how it works:

Forward an email to save@3.basecamp.com. Basecamp will reply via email to ask you where to put it:



OK! Pick a project below and we'll pop the email in the right spot.

Once you choose a Project, your email will appear in the Forwards tool:

[+ Forward an email in](#) **Email Forwards**



Integration Tweaks

ginahollisterdesigns@gmail.com (via Chase Clemons) • 3:29pm — Hey Chase! I've got a few suggestions for tweaks on the app. Who can I send

Click on a forwarded email to see it, discuss it with your team, or respond to it.



FORWARDING EMAIL DIRECTLY TO A PARTICULAR PROJECT OR TEAM SITE

If you have a lot of emails you need to save in one Project, or if you frequently forward emails into a particular Project, you may not want to choose where to save each one. You can skip that step, and forward emails directly to a particular Project.

Go to a Project and turn on the Forwards tool if you don't see it. In the Forwards tool, find your personalized address:

There are two easy ways to forward an email to The Leto Laptop

1 Forward any email to save@3.basecamp.com
Basecamp will send you a follow up email asking where you'd like to save your forward. Once you choose the Basecamp, we'll save it and anyone on your team can add comments.

2 Or use this special address to drop it directly into this project
With this address, we won't have to ask you where to put your forward — it'll go directly into The Leto Laptop.

save-91XXXXXXXXXX@3.basecamp.com

 Copy

Note: This address is personalized for you so don't share it with anyone else. Everyone will see their own unique email address on this page. (If someone else got a hold of it, you can [reset it](#).)
















If you already have some forwards saved, find it by clicking Forward an email to this Basecamp.

When you forward an email to your personalized address, it will be saved in the corresponding Project.

REPLYING TO AND COMMENTING ON FORWARDS

For any forward in Basecamp, add a comment for only your team to see:
















VC **NOTE: only people with access to this project will see what you write below.** The original sender (henry@letobrand.com) won't see your comment. [Reply to henry@letobrand.com instead...](#)

B I S               

Add this comment

Or, reply to the original sender:


VC **Anything you write below will be emailed directly to henry@letobrand.com.** People with access to this project can see your reply too. [Add a private comment instead...](#)


B I S               


Send this reply



If you leave a comment on a forward, it won't be shared with the sender. Comments look just like comments on other items in Basecamp:

2 Comment/reply


 **Chase Clemons** 3:32pm ...

 Elizabeth - can you contact Gina and see what she has in mind?
Thanks!

This comment cannot be seen by ginahollisterdesigns@gmail.com 

 **From:** Chase Clemons 3:33pm ...
Replied to: ginahollisterdesigns@gmail.com 

Hey Gina!

Elizabeth from our team will give you a call shortly. 

Attachments on a forwarded email should be 25MB or less.