

Always have the latest files, read the most recent comments, and know about all your to do items.

What tool should I use?

Use to organize project work, share information and resources, assign and track to-dos, post team information, and organize meetings.

Offers a convenient way to upload, store, and share files in a central repository.

Offers secure access to all the applications in Connections.

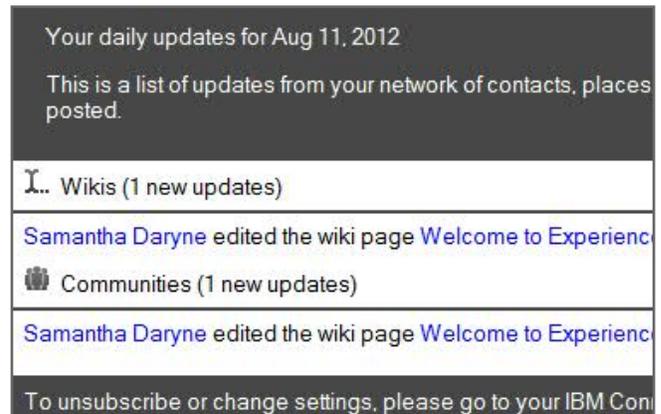


## Best Practices

### I want updates sent to me every morning. I don't have time to go to many different places to check on things.

Start your day with a daily newsletter. In your personal notification settings, you can choose individual emails, newsletters, or nothing at all. Also, customize your notification preferences by application.

**Your name > Settings > Email Preferences**

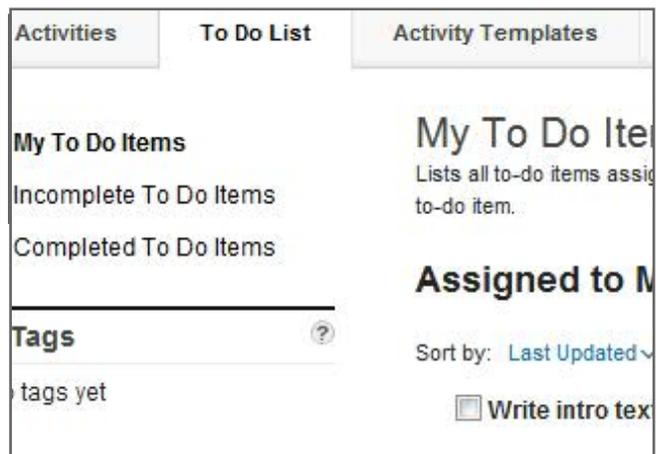


### I want to see all of my to-do items in one place

I work on more than one project and it is difficult to keep up with my tasks because they are spread out.

View a complete list of all your to-do items from across all the activities you participate in.

**Apps > Activities > To Do List**



## Best Practices

### How do I keep track of all the files I have posted and the ones shared with me?

There are a couple of handy ways to sift through files. View a list of My Files or files Shared with Me. Files can also be organized into folders. However, the best approach for quickly finding an important file is to pin it. Pin any file you want to find quickly in the future.

**From any list of files or in a file > click the Pin icon**

Size	Sharing	
8.82 MB		
1.09 MB		
3.9 MB		
5.71 MB		

### I need to quickly catch up on the progress that has been made on a project.

Quickly review the updates everyone has made on an activity. See completed to-do items, comments, and updated entries.

**Open an activity > Recent Updates**

The screenshot shows a web interface for managing a project. At the top, there are tabs for 'Activities', 'To Do List', 'Activity Templates', and 'Recent Updates'. Below the tabs, the page title is 'Manage a project'. On the left, there is a sidebar with a tree view containing 'Experience IBM Connections', 'Activity Outline', 'Recent Updates', 'To Do Items', and 'Trash'. The main content area is titled 'Recent Updates' and contains two buttons: 'Add Entry' and 'Add To Do Item'. Below these buttons, there is a list of updates. The first update is 'Get help with illustrations' with a status of 'Due Aug 2', updated by 'Samantha Daryne' on 'Aug 20'. It is assigned to 'Samantha Daryne'. At the bottom of the update list, there are links for 'Add Comment', 'Add To Do Item', 'Edit', and 'More Actions'.

### Sometimes I need access to information when I am away from my desk.

Securely access information in Connections. Go to a community and view recent updates. Browse a list of to-do items for a specific activity. Locate the latest version of a file and provide comments. You have access to all the information you need.

**Home > select any application to get started**

*This assumes you have installed Connections on your mobile device. Connections is available in your device's application store.*

