

Campaign Collaboration

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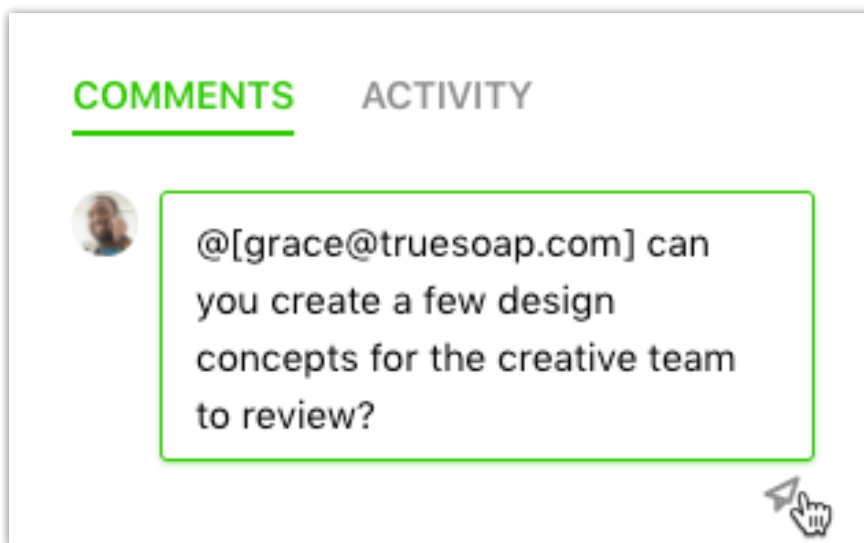
NOTE: Campaigns are only available to Business and Enterprise Tiers

Team Collaboration

Throughout the system, you can collaborate with other users by commenting, replying and @mentioning on requests, campaigns, projects, tasks, and proofs.

Note: Collaboration during reviews is covered [here](http://guide-ignite.inmotionnow.com/help/collaborating-during-a-review) (<http://guide-ignite.inmotionnow.com/help/collaborating-during-a-review>).

To begin, locate the **Comments** tab on the related campaign, project, task or proof details page. Select the text area and begin typing to compose your message. Click on the send icon below the text area to post your comment.



@Mentioning

If you would like to @mention another user, begin by typing the "@" symbol and the first name of the person you would like to address. A user list will populate as you begin typing and you can click to select the appropriate user. The user's email address will display while composing the comment, and once posted, your comment will reflect their full name.

COMMENTS

ACTIVITY



@gra|



Grace Deng

grace@truesoap.com

COMMENTS

ACTIVITY



Write a comment...



Paul Morad

Grace Deng can you create a few design concepts for the creative team to review?

just now [Reply](#)

Replies

You can reply to any comment by clicking the **Reply** link below the posted message. This will automatically @mention the user who posted the original comment.

COMMENTS

ACTIVITY



Write a comment...



Paul Morad

Grace Deng can you create a few design concepts for the creative team to review?

6 minutes ago

Reply



@[paul@truesoap.com]
Absolutely! Should I include the marketing team as well?



Notifications

Users will receive both in-app and email [notifications](https://guide.lytho.com/help/notifications) when the following events occur:

- A user is @mentioned in a comment.
- Someone replies to a user's comment.
- Someone replies to a conversation you've participated in.

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