



Getting Started with Notion

Welcome to Notion – your all-in-one workspace where you can write, plan, manage projects, and organize everything in one place.

If you're new to Notion, don't worry! This manual will guide you step-by-step through the basic features to start building your pages, notes, tasks, and more.



Activity One: Your Personal Command Center

Scenario:

You've just been hired as the **CEO of Your Own Life**. Your first mission? Build a **digital command center** in Notion to manage your tasks, ideas, and goals — all in one place.

Follow the steps below to set it up 

Step 1: Login to Notion

Go to <https://www.notion.so> and do the following:

- Click “Get Notion Free”
- Sign up with your email or Google account
- Verify your email if required
- Once logged in, you’ll see your main **Notion Workspace**

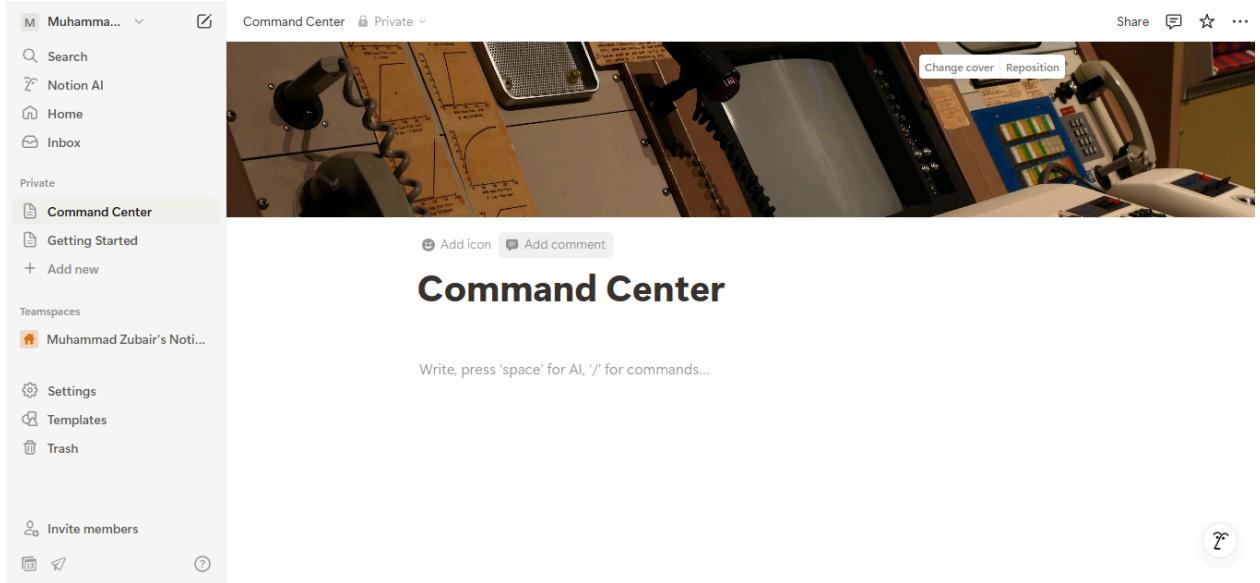
The screenshot shows the Notion workspace interface. On the left, there's a sidebar with navigation links: Search, Notion AI, Home, Inbox, Private (with 'Getting Started' selected), Teamspaces (Muhammad Zubair's Notion), Settings, Templates, and Trash. Below these are 'Invite members' and a 'Help' section. The main content area is titled 'Getting Started' and features a 'Welcome to Notion!' message. It includes a list of basic Notion features with corresponding checkboxes, such as 'Click anywhere and just start typing' and 'Highlight any text, and use the menu that pops up to style your writing however you like'. There's also a note about the calendar integration.

Step 2: Set Up Headquarters (Create Your First Page)

- Click + Add New in the sidebar

The screenshot shows the Notion Command Center page. The sidebar on the left has 'Command Center' selected under 'Private' (Health & Fitness, Personal Goals, Projects, Learning/Study). A red box highlights the '+ Add new' button. The main content area is titled 'Command Center' and features a 'Today's Focus' section with three tasks: 'Task 1' (checked), 'Task 2', and 'Task 3'. A footer note says 'The only limit to our realization of tomorrow will be our doubts of today.'

- Name your page: **Command Center** or **My Life Hub**
- Add an **icon** and a **cover image** to personalize it



Step 3: Build the Base (Use Blocks)

On your new page, add these blocks:

- `/heading 1` → Add a title like “**Today’s Focus**”
- `/to-do` → Create your personal task list
- `/quote` → Add your favorite motivational quote
- `/image` → Upload a picture that inspires you

📌 Drag and drop them using the `:::` icon to rearrange block order

Command Center

Today's Focus

- Task 1
- Task 2
- Task 3

⌚ **Challenge:** Make your page look clean and inspiring — like a dashboard you want to open daily!

The screenshot shows the Notion interface with the title "Command Center". On the left, there is a sidebar with navigation links: Search, Notion AI, Home, Inbox, Private (with "Command Center" selected), Getting Started, Add new, Teamspaces, Muhammad Zubair's Not..., Settings, Templates, Trash, and Invite members. The main content area has a heading "Today's Focus" with three tasks: "Task 1" (checked), "Task 2", and "Task 3". Below this is a quote: "The only limit to our realization of tomorrow will be our doubts of today." To the right of the quote is a large image with the text "YOUR IDEAS MATTER" overlaid. The top right of the screen shows sharing options: Share, Comment, Star, and More.

Step 4: Organize Your Departments (Create Subpages)

Break your life into key focus areas by creating **subpages** within your command center:

- /page → **Health & Fitness**
- /page → **Personal Goals**
- /page → **Projects**
- /page → **Learning/Study**

M Muhamma... Command Center Private

Search Notion AI Home Inbox

Private

- Command Center
- Health & Fitness
- Personal Goals
- Projects
- Learning/Study

+ Add new

Teamspaces

Muhammad Zubair's No...

Settings

Change cover | Reposition

Command Center

Today's Focus

Task-1
 Task 2
 Task 3

This screenshot shows a Notion page titled "Command Center". The sidebar on the left contains a list of pages under the heading "Command Center". The first item, "Command Center", is highlighted with a red box. Below it are "Health & Fitness", "Personal Goals", "Projects", and "Learning/Study". There is also a "+ Add new" button and a "Teamspaces" section with one entry, "Muhammad Zubair's No...". The main content area features the title "Command Center" and a section titled "Today's Focus" with three tasks: "Task-1" (checked), "Task 2", and "Task 3". A "Change cover | Reposition" button is visible at the top right of the main area.

Each subpage becomes a mini space for managing that topic.

Hint: Click on the “+” icon in front of the page name to add a sub-page.

M Muhamma... Command Center Private

Search Notion AI Home Inbox

Private

- Command Cent... +
- Health & Fitness
- Personal Goals
- Projects
- Learning/Study

+ Add new

Change cover | Reposition

Command Center

Today's Focus

This screenshot shows a Notion page titled "Command Center". The sidebar on the left contains a list of pages under the heading "Command Center". The first item, "Command Cent...", has a red circle around its "+ Add new" icon. Below it are "Health & Fitness", "Personal Goals", "Projects", and "Learning/Study". There is also a "+ Add new" button and a "Teamspaces" section with one entry, "Muhammad Zubair's No...". The main content area features the title "Command Center" and a section titled "Today's Focus". A "Change cover | Reposition" button is visible at the top right of the main area.

Mission Summary

Area	What You Built
Command Center Page	Your main control panel
Used Blocks	Added tasks, headings, quotes, etc.
Subpages	Organized key life areas with structure

 **Bonus Tip:** Add emojis next to each subpage title for a fun and easy-to-scan look.

What's a Database?

A database is like a super-organized chart. In Notion, it stores tasks, notes, or anything you want. You can see it as a table or a board with cards.

Key Points:

- **Pages:** Each row is a page with details.
- **Properties:** Labels like "Status" or "Date" to sort data.
- **Views:** Show data as a table, board, or calendar.
- **Flexible:** Databases can be moved or nested.

Activity Two: Build a Task Management Database

Goal:

Create a database, add tasks, organize it, and try different views.

Step 1: Open Notion

Instructions:

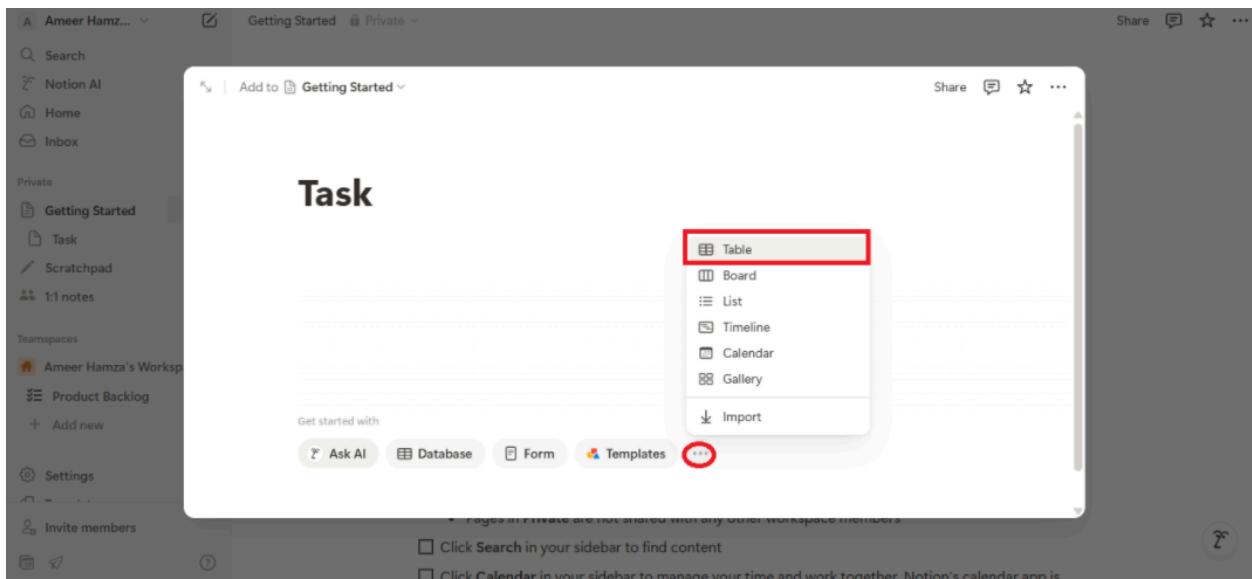
1. Open your browser and go to www.notion.so
2. Log in with your account (or sign up if you don't have one)

Step 2: Create a New Database

Instructions:

1. In the left sidebar, click + New Page.

2. Under “Get Started With,” select Table – Inline. (Already shown in the previous activity that how to create a sub-page)
3. Rename the page as: Tasks.



Step 3: Add Tasks

Instructions:

In the default "Name" column, add the following tasks:

- Homework
- Play
- Sleep

A screenshot of the Notion Tasks page. On the left is a sidebar with sections like Private, Getting Started, and Tasks (which is selected). The main area shows a table titled "Tasks" with four rows: "Name", "Homework", "Play", and "Sleepy". A red box highlights the first row, "Name".

Step 4: Add Properties (Columns)

Add "Priority"

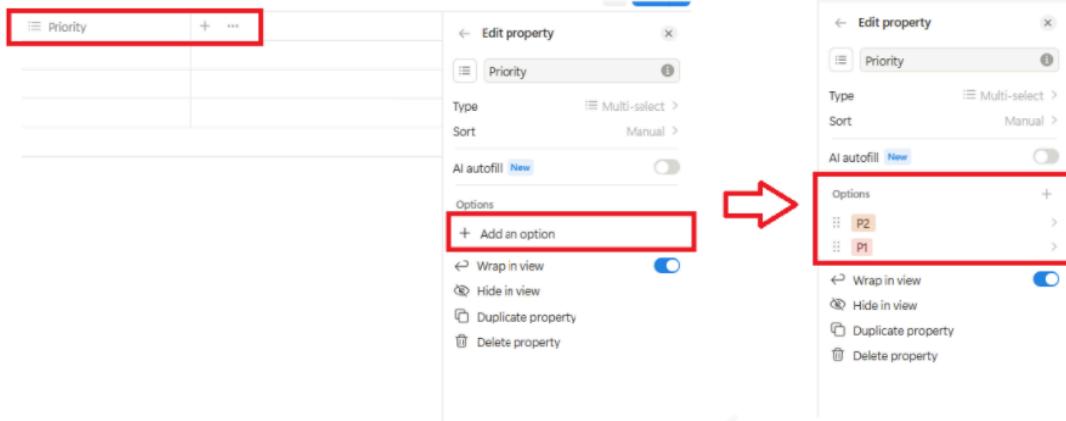
Instructions:

1. Click the + sign next to the "Name" column.
2. Choose property type: Multi-select.

A screenshot of the Notion Tasks page with the "New property on Tasks" dialog open. The dialog shows a search bar with "Mu", a "Type" section with "Multi-select" highlighted with a red box, and a "Select to add" section with "Mu". A red circle highlights the "+" sign in the table header next to the "Name" column.

3. Rename the column to: Priority.

4. Add options: P1, P2.



5. Assign priorities:

- Homework = P1
- Play = P2
- Sleep = P2

Add "Due Date"

Instructions:

1. Click + again to add another column.
2. Choose property type: Date.
3. Rename the column to: Due Date.
4. Set appropriate dates for each task.

Tasks

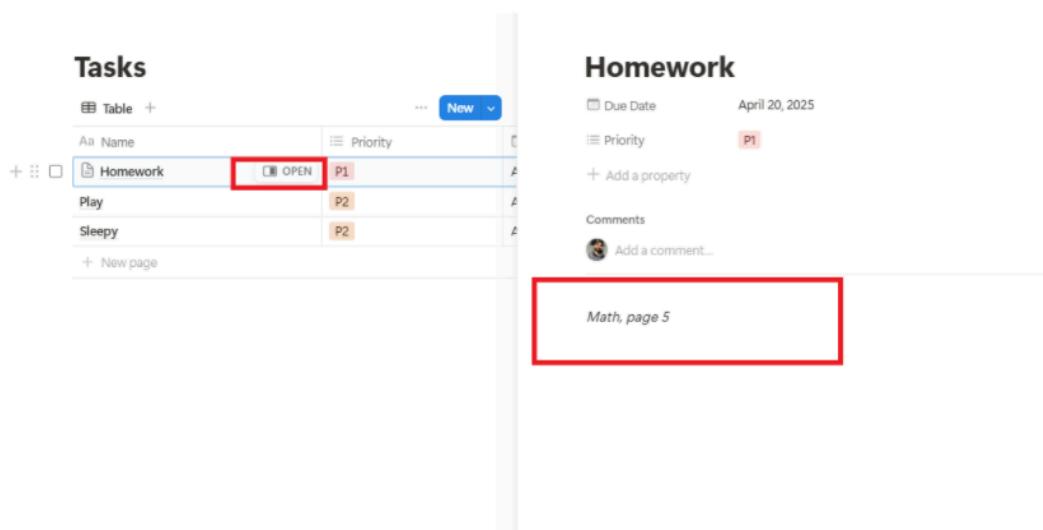
Aa Name	Priority	Due Date	...
Homework	P1	April 20, 2025	
Play	P2	April 23, 2025	
Sleepy	P2	April 21, 2025	

+ New page

Step 5: Open a Row as a Page

Instructions:

1. Hover over the row "Homework".
2. Click the OPEN button.
3. Inside the page, add a note like:
Math, page 5.
4. Use the back arrow ← to return to the table.



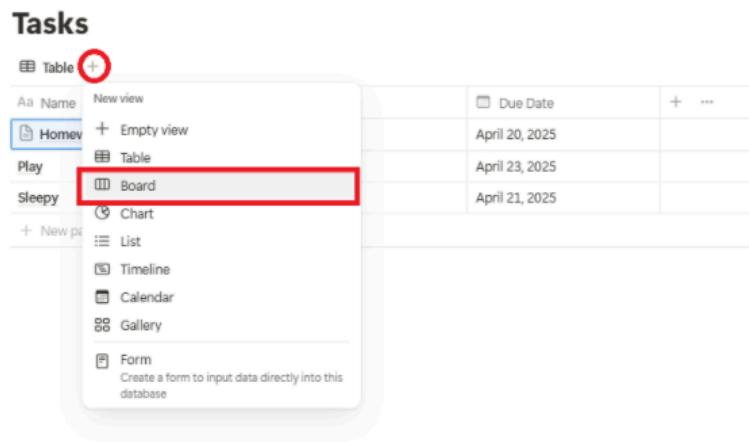
The screenshot shows a 'Tasks' table with four rows: Homework, Play, Sleepy, and a footer '+ New page'. The 'Homework' row is selected and expanded. A red box highlights the 'OPEN' button in the second column of the expanded row. To the right, a detailed view of the 'Homework' task is shown with its due date (April 20, 2025), priority (P1), and a note field containing the text 'Math, page 5.'.

Aa Name	Priority	Due Date	Comments
Homework	P1	April 20, 2025	<p>Math, page 5.</p>
Play	P2		
Sleepy	P2		

Step 6: Create a Board View

Instructions:

1. At the top left of the table, click the dropdown arrow beside the current view name.
2. Click + Add a View.
3. Choose Board as the view type.



4. Name it: Task Board.
5. In the grouping options, select Priority.

The screenshot shows the Notion Tasks interface. On the left is a sidebar with navigation links like Search, Notion AI, Home, and Inbox. Under Private, there's a section for Getting Started, which includes a Tasks page (selected) and other options like Scratchpad and 1:1 notes. Below that are Teamspaces, Settings, Templates, and Trash. At the bottom of the sidebar are Invite members and a circular profile icon.

Tasks

Table Task Board +

P1	1	P2	2	No Priority	0
Homework		Sleepy		Play	
+ New page		+ New page		+ New page	

Edited just now Share ⚡ ... New

Step 7: Apply Filter and Sort

Filter

Instructions:

1. Click the Filter icon above the table.

The screenshot shows the Tasks table. The first column is labeled 'Name' and the second column is labeled 'Priority'. The third column is labeled 'Due Date'. A filter icon (a circle with a double arrow) is highlighted with a red circle. The table contains three rows: Homework (P1 priority, due April 20, 2025), Play (P2 priority, due April 23, 2025), and Sleepy (P2 priority, due April 21, 2025). A '+ New page' button is at the bottom of the table.

Name	Priority	Due Date
Homework	P1	April 20, 2025
Play	P2	April 23, 2025
Sleepy	P2	April 21, 2025

2. Set the following:

- Property: Priority
- Condition: Is
- Value: P1

Tasks

A screenshot of a web-based task management application. At the top, there are navigation links for 'Table' and 'Task Board', and a 'New' button. Below the header, there are filter dropdowns for 'Priority' (set to 'P1') and 'Due Date'. A 'Sort' icon is highlighted with a red circle. The main area shows a table with three columns: 'Name', 'Priority', and 'Due Date'. One row is visible: 'Homework' (Priority P1, Due Date April 20, 2025). At the bottom left is a '+ New page' link.

Name	Priority	Due Date
Homework	P1	April 20, 2025

Sort

Instructions:

1. Click the Sort icon next to Filter.

Tasks

A screenshot of the same task management application. The 'Sort' icon in the header has been circled in red. The table now lists three tasks: 'Homework' (Due Date April 20, 2025), 'Play' (Due Date April 23, 2025), and 'Sleepy' (Due Date April 21, 2025).

Name	Priority	Due Date
Homework	P1	April 20, 2025
Play	P2	April 23, 2025
Sleepy	P2	April 21, 2025

2. Add a sort rule:

- Property: Due Date
- Order: Ascending

Tasks

A screenshot of the task management application showing the final state. The table displays the same three tasks ('Homework', 'Play', 'Sleepy') but with a new sort rule applied. 'Homework' is at the top (Due Date April 20, 2025), followed by 'Sleepy' (Due Date April 21, 2025), and then 'Play' (Due Date April 23, 2025). The 'Sort' icon in the header is no longer circled.

Name	Priority	Due Date
Homework	P1	April 20, 2025
Sleepy	P2	April 21, 2025
Play	P2	April 23, 2025



Start With A Template

🎯 Activity: Start with a Template

Scenario:

You want to speed up your work and build beautiful pages quickly. Good news! Now, it's time to work smarter, not harder, by using templates that save time and provide inspiration.

Notion provides a Marketplace full of ready-made templates to kickstart your projects. This activity will show you how to find, use, and customize templates in Notion — both from starter templates and the Notion Marketplace. Let's explore how to use them 🤝

Step 1: Explore Starter Templates in Your Workspace

When you first sign up for Notion, you'll notice **starter templates** already added to your sidebar based on your onboarding answers.

- These templates can be found in your **sidebar**.
- You can either **add** them to your workspace or **delete** them.

To delete a starter template:

- Click the **...** (three dots) next to the template's page name.
- Select **Delete**.

The screenshot shows the Notion sidebar on the left and a "Journal" page on the right. The sidebar has a red box around the "Journal" template entry, which includes three dots and a "Delete, duplicate, and more..." button. The Journal page displays entries like "Just another day" and "Hawaii Vacation".

Fig: This figure shows starter templates already added to your sidebar

Step 2: Accessing the Notion Template Marketplace

You can browse thousands of templates created by Notion users worldwide — for project management, journaling, planning, and much more!

To find and use a template:

1. In your **sidebar**, click **Templates**.
2. Browse or search for a template based on your needs.
3. Once you find a template you like:
 - o If it's free, click **Add**.
 - o If it's paid, click **Buy for {price}**.

After Adding a Template:

- The template will appear in your workspace.
- **Customize it** to fit your personal or team needs.
- Rearrange, delete, or add blocks inside the template!

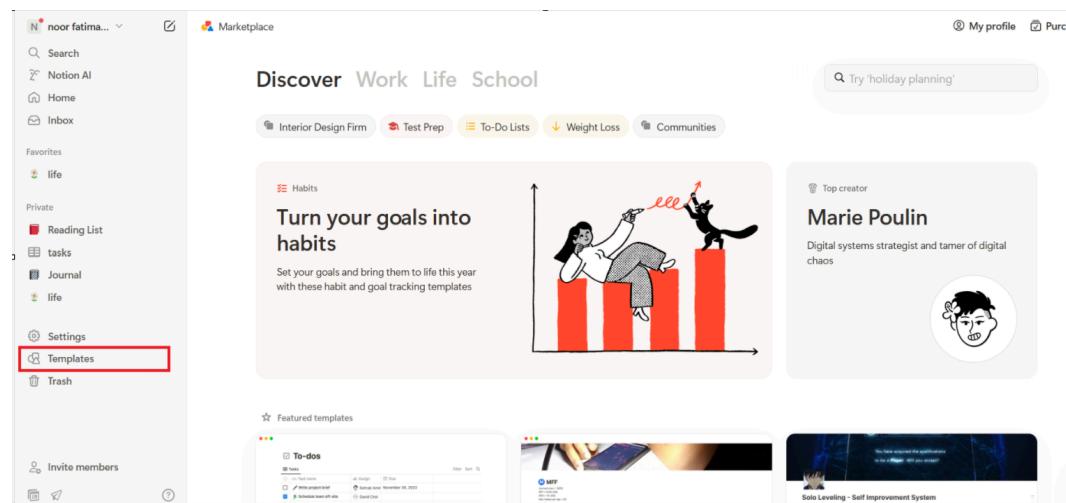


Fig: This figure shows the Notion Templates

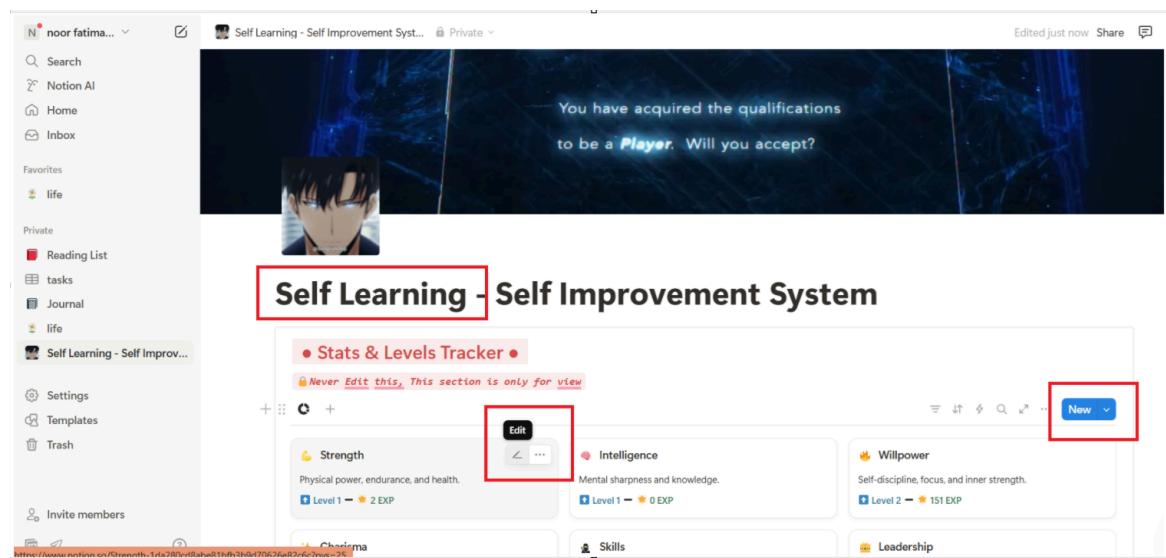


Fig: This figure shows how to edit Notion templates.

Step 3: Customize Your Template

Once you add a template to your workspace:

- Edit the content, change headings, add your own data.
- Move or delete blocks to match your needs.
- Personalize icons and covers for better visual feel.

 Tip: Templates are just a starting point! Make them truly **yours** by customizing every part.

🎯 Challenge:

Pick one free template from the Marketplace that you think can help you in daily life (e.g., Task Manager, Habit Tracker, Resume Builder). Customize it to reflect **your** style!



FAQs - Working with Templates

1. Can I make my own page a reusable template?

Yes!

- Keep an **empty version** of your page saved in the sidebar.
- Click the **...** next to its name.
- Select **Duplicate** whenever you want a fresh copy.

2. Can I create template buttons?

Yes, you can!

- Use **Template Buttons** to quickly duplicate chunks of content inside pages — very useful for repeated tasks like daily journaling.

3. Can I use templates inside databases?

Yes again! 🎉

- **Database Templates** let you create a **pre-filled entry** in a database — very handy for recurring tasks, client records, or projects.

4. Can I request new templates from Notion?

Absolutely!

- Tweet your ideas to [@NotionHQ](#) with #template hashtag.
 - Or email them directly at team@makenotion.com.
-

Mission Summary

Area	What You Did
Starter Templates	Explored and managed starter templates
Marketplace	Browsed, selected, and added templates
Customization	Edited templates to match personal needs
Template Creation	Learned to duplicate pages and create button

Bonus Tip:

Want to build your own mini "Template Store" inside your workspace? Create a page called **My Templates**, and save your favorite customized templates there for quick access! 🎉✨

Sharing Your Work

Activity: Share Your Work

Scenario:

You've built an amazing Notion setup — now it's time to share it with others!

Whether you want to collaborate with teammates, share with a friend, or publish something for the world, Notion gives you full control over who can see or edit your content.

This activity will guide you through the different ways you can share your Notion pages.

Step 1: Share with One Person

You can invite people **inside or outside your workspace** to collaborate on a page with you.

Instructions:

- Start with your page listed under **Private** in the sidebar.
- On the page, click **Share** at the top right.
- In the invite box:
 - Enter the person's **name or email address**.
 - Choose their access level:
Can View / Can Comment / Can Edit.
 - Click **Invite**.

Note:

- If the person is **not part of your workspace**, they'll join as a **guest**
- If they are already a member, their **profile picture** will appear right away.

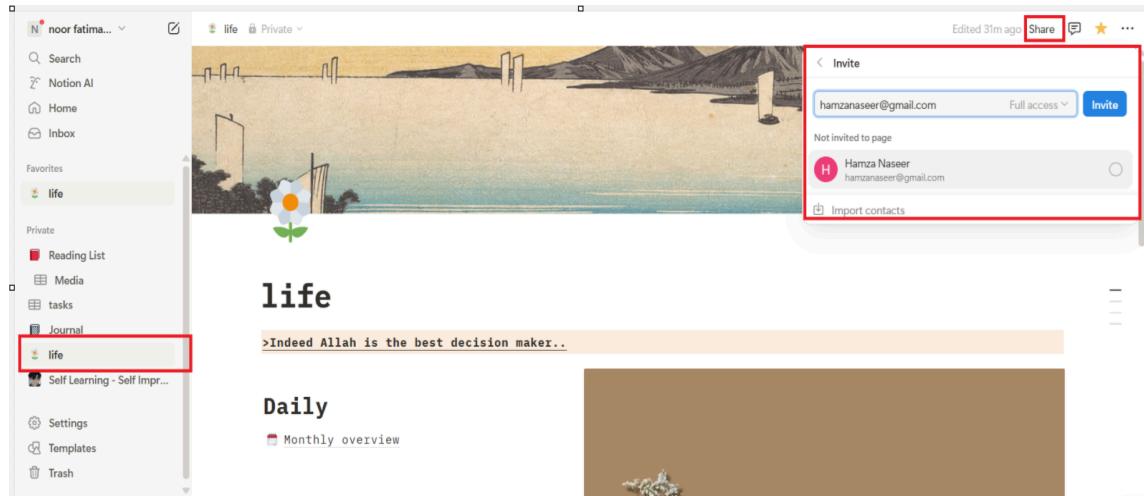


Fig: This figure shows how to share the template with one person.

Step 2: Share with Your Team

If you're working with a team, Notion makes collaboration **seamless**.

◆ Method 1: Share with Everyone in Your Workspace

1. Open your page.
2. Click **Share** at the top right.
3. Under **Invite**, select **Everyone at [workspace name]**.
4. Choose an access level (e.g., **Can View**).

Fig: This figure shows how to share the template with your team.

◆ **Method 2: Use Teamspaces (Default)**

- Go to your **teamspace** in the sidebar.
- You can either:
 - Create a new page inside the teamspace, **or**
 - Drag an existing **private page** into the teamspace

The screenshot shows a Notion workspace interface. On the left, there's a sidebar with navigation links like 'Search', 'Notion AI', 'Home', 'Inbox', 'Private' (with 'Getting Started' and '1:1 notes'), 'New page', 'Teams', and 'Ameer Hamza's Worksp...'. Under 'Ameer Hamza's Worksp...', 'Product Backlog' is selected. A red box highlights the '+ Add new' button at the bottom of the sidebar. The main area is titled 'Product Backlog' and shows a table with columns: Name, Type, Status, and Priority. The table contains five items: 'Password Reset Flow' (Story, Backlog, Low), 'Social Login Integration' (Feature, To Do, Medium), 'Mobile App Authentication' (Epic, In Progress, High), 'Scratchpad' (Story, Backlog), and another unnamed Epic item (Backlog). There are tabs for 'Kanban Board', 'Full Backlog' (which is active), 'Epic View', and 'Sprint Timeline'.

Name	Type	Status	Priority
Password Reset Flow	Story	Backlog	Low
Social Login Integration	Feature	To Do	Medium
Mobile App Authentication	Epic	In Progress	High
Scratchpad	Story	Backlog	
	Epic	Backlog	

Fig: This figure shows how to add a new page in your workspace.

Note:

Pages in **default teamspaces** are automatically shared with all members.

Challenge: Share Smart

Try all 3 sharing methods:

- Share one page with a classmate via **email**.
- Share another page inside your **workspace/teamspace**.

Quick Recap

Method	Purpose	Who Sees It
 Invite by Email	Share with individuals	Only the invited person
 Workspace Access	Team collaboration	Everyone in the workspace
 Teamspace	Auto-share with groups	Workspace members in that space

Bonus Tip:

Use the **Copy Link** button in the Share menu to quickly send your page on **WhatsApp, Slack, or Email**.



Sharing with the Web

🎯 Activity: Publishing Your Notion Content Online

🔍 Scenario:

You've created valuable content in Notion and want to share it with others—even people who don't use Notion! Fortunately, Notion makes it easy to share your pages with anyone on the web. Let's explore how to do this effectively 🤝

Step 1: Access Sharing Settings

To begin sharing your page with the web:

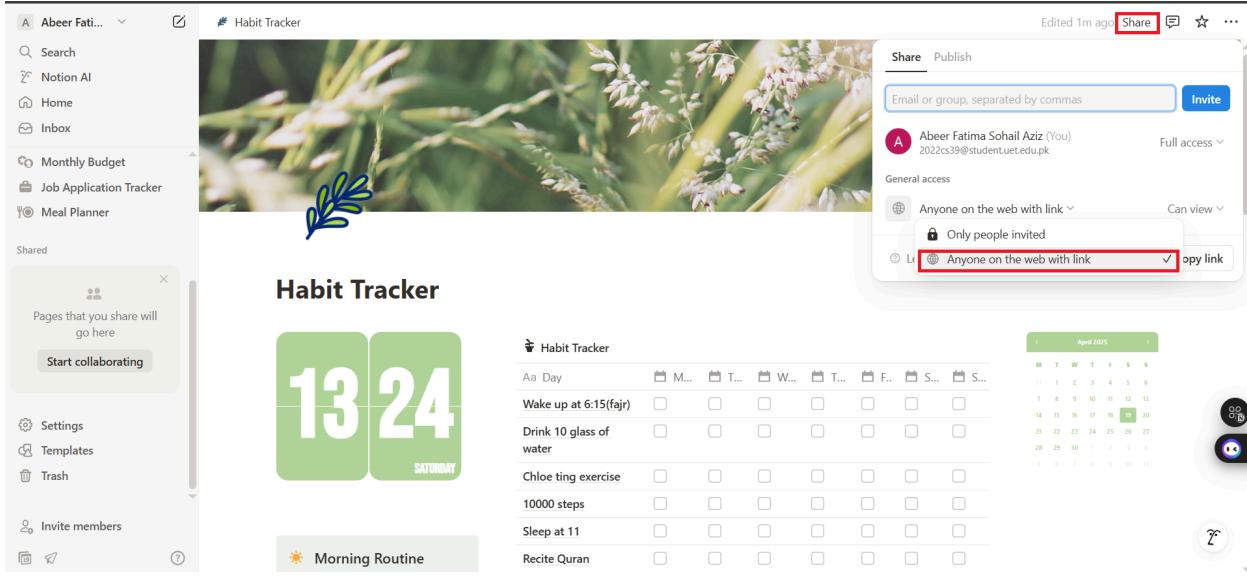
- Navigate to the page you want to share
- Click the **Share** button located at the top right of your page
- This opens the sharing menu with various options

The screenshot shows a Notion page titled "Habit Tracker". The left sidebar includes a search bar, a Notion AI icon, and links to "Home", "Inbox", "Monthly Budget", "Job Application Tracker", and "Meal Planner". A "Shared" section contains a "Start collaborating" button and a note: "Pages that you share will go here". The main content area features a large green digital clock displaying "13 24 SATURDAY". Below it is a "Morning Routine" section with a sun icon. To the right is a "Habit Tracker" table with columns for "Aa Day" and days of the week. The table lists habits like "Wake up at 6:15(fajr)", "Drink 10 glass of water", "Chloe ting exercise", "10000 steps", "Sleep at 11", and "Recite Quran", each with a checkbox. On the far right, there's a calendar for April 2025 and a "Notion AI" icon. The top right corner of the page has a "Share" button, which is highlighted with a red box in the screenshot.

Step 2: Configure Web Access

Make your page available to anyone with the link:

- Open the dropdown menu under General access
- Select **Anyone on the web with link**
- Your page is now accessible to anyone who has the link



Step 3: Set Permission Levels

Control what visitors can do with your content:

- Click the dropdown next to **Anyone on the web with link**
- Choose one of these permission options:
 - **Can edit** (allows viewers to make changes)
 - **Can comment** (allows viewers to leave feedback)
 - **Can view** (read-only access)

Step 4: Add Extra Security (Optional)

Enhance control over your shared content:

- Set an expiration date for your link
 - Perfect for temporary sharing situations
 - Link will automatically become invalid after the specified date

A Abeer Fati...  Habit Tracker

Search
Notion AI
Home
Inbox
Monthly Budget
Job Application Tracker
Meal Planner

Shared

Pages that you share will go here

Start collaborating

Settings
Templates
Trash
Invite members



Habit Tracker



Morning Routine

Habit Tracker

Aa Day	M...	T...	W...	T...	F...	S...	S...
Wake up at 6:15(fajr)	<input type="checkbox"/>						
Drink 10 glass of water	<input type="checkbox"/>						
Chloe ting exercise	<input type="checkbox"/>						
10000 steps	<input type="checkbox"/>						
Sleep at 11	<input type="checkbox"/>						
Recite Quran	<input type="checkbox"/>						

Share Publish

Email or group, separated by commas

A Abeer Fatima Sohail Aziz (You) 2022cs39@student.uet.edu.pk Full access ✓

General access

Anyone on the web with link Can view ✓

Learn about sharing

Can edit Edit, suggest, and comment

Can comment Suggest and comment

Can view

Link expires Never

Never

In an hour 2:25 PM

In a day April 20 at 1:25 PM

In a week April 26 at 1:25 PM

Choose date

Unlock link expiration PLUS

Step 5: Distribute Your Link

Share your page with the world:

- Click [Copy link](#) to copy the URL to your clipboard
- Share via email, messaging apps, or social media
- Anyone with this link can now access your page according to the permissions you set

 Tip: Remember that visitors will need to be logged into Notion if they want to comment on or edit your page, even with the proper permissions!



FAQs - Web Sharing Best Practices

Can I see who has viewed my shared page?

- Currently, Notion doesn't provide analytics on who has viewed your public pages.

Will changes I make be visible to people with the link?

- Yes! Any changes you make to the page will be immediately visible to anyone accessing it via the link.

Can I password-protect my shared page?

- Notion doesn't currently offer direct password protection, but you can control permissions through the sharing settings.

What happens to comments left by visitors?

- All comments will be visible to you and other viewers with appropriate permissions.
-

Mission Summary

Area	What You Learned
Sharing Settings	Accessed and configured page sharing options
Web Access	Enabled "Anyone on the web with link"
Permission Control	Set edit, comment, or view-only access
Link Security	Applied expiration dates to shared links
Distribution	Copied and shared links with others

Bonus Tip:

Want to create a more professional web presence? Explore Notion Sites to transform your Notion pages into beautiful, customized websites with your own branding and domain!



Collaborating with People

🔍 Scenario:

You want to maximize teamwork and communication within your Notion workspace. Great news! Notion offers robust collaboration features that allow real-time editing, commenting, and notifications. Let's explore how to use these tools effectively with the help of following activity



🎯 Activity: Learning Effective Collaboration in Notion

Step 1: Real-Time Collaboration

Notion allows unlimited people to work on the same page simultaneously:

- See who's viewing or editing the page through their profile photos
- Watch edits and comments appear instantly
- View page history by clicking 🕒 at the top of the page
 - Content additions are highlighted in blue
 - Deletions appear as gray strikethrough text
 - Comment locations are visible in history

The screenshot shows a Notion page titled "November 7th". At the top right, there are sharing and notification icons. Below the title, the date is listed as November 7, 2023. A comment from Amaya Hernandez is visible, reading: "Hey @Stephanie Lee, please find my answers below. Talk to you in a bit! ✨". A reply button is shown below the comment. In the bottom left, there is a section titled "What are your top priorities this week?" with a bulleted list of tasks. The top right of the page shows a "Page notification settings" panel with a dropdown set to "All comments". Below this, a "Updates" tab is active, showing a log of recent edits and comments. One entry shows "You edited November 7th" and another shows "Amaya Hernandez commented in November 7th". The bottom right of the page shows a "Analytics" tab with a single data point: "Amaya Hernandez and you edited November 7th".

Step 2: Starting Conversations with Mentions

Get a teammate's attention directly within Notion:

- Type @ followed by their name anywhere on a page
- Select the person from the pop-up search menu
- They'll receive a notification in their Inbox with a direct link to your mention
- Mobile and desktop app users will also receive push notifications

The screenshot shows a Notion page with the title "Goals". Below it is a bulleted list: "Kickoff work on presentation for quarterly offsite" and "Assign designers to document work for this quarter". Under the heading "Discussion Items", there is another bulleted list: "Who can create the presentation template? @ Stephanie" (with the mention handle circled in red), "Which projects should we feature?", and "Who can create the presentation template? @ Liam O'Reilly" (with the mention handle circled in red). To the right of the list, a dropdown menu is open, showing a list of people: "Stephanie Lee" (highlighted with a red box), "Link to page", "Stephanie / Amaya 1:1", "New page", "+ New 'Stephanie' sub-page", and "↗ New 'Stephanie' page in...".

Step 3: Adding Comments to Content

Comments allow you to attach thoughts, questions, or feedback to specific content:

- For page-level comments:
 - Click "Add comment" above the page title
- For text comments:
 - Highlight the text
 - Click "Comment" in the menu that appears
- For comments on blocks (images, embeds, etc.):
 - Hover over the block
 - Click the ... that appears at the top right OR the :: icon on the left
 - Select "Comment" from the menu

- Alternatively, right-click the block to access the comment option

The screenshot shows a Notion page with a header showing three colored dots (red, yellow, green) and the number '1.00'. Below the header, there are two sections: 'Discussion Items' and 'Action Items'. Under 'Action Items', there is a list of tasks with checkboxes:

- @Liam O'Reilly to set up presentation template
- @Emma Smith to add demo schedule
- @Santiago
- @Florence I.

 A comment card is open for the second task, showing a message from 'Stephanie Lee' (@StephanieLee) from 'Just now':

demo
Which demo?

 Below the message is a text input field 'Add a comment...' and a toolbar with icons for reply, mention (@), and upload. The '@' icon in the toolbar is circled in red. The entire comment card area is also enclosed in a red circle.

 Tip: You can @-mention colleagues directly within comments to bring them into the conversation!

Step 4: Never Miss Important Updates

Notion's notification system helps you stay informed without constant checking:

- Check your Inbox by clicking the icon at the top of your left sidebar
- Regular updates appear with a grey badge
- Mentions appear with a red badge showing the number of unread mentions
- Click any notification to go directly to the relevant comment, mention, or edit

1.00

Acme Inc. ▾

Search

Home

Inbox 3

Settings & members

Teamspace

General

Company Home

Docs

Meeting Notes

Projects

Tasks

Product

Engineering

Sales & Success

Marketing

People

Inbox

Kai Chan mentioned you in a page
General / Meeting Notes
Marketing weekly @May 22, 2023
@Stephanie Lee to schedule a meeting with the design team to discuss new branding ideas

Kai Chan mentioned you in a page
People / Applicant Tracker
Jane Smith
Interviewer
Stephanie Lee

Amaya Hernandez commented on a page
Marketing / Marketing Home
Marketing Goals
objectives
Any thoughts, @Stephanie Lee?
Reply

Stephanie Lee

Product Home

Marketing

27m ago

29m ago

Needs Review February 13, 2024

Needs Triage February 14, 2024

Not started February 14, 2024

New February 19, 2024

Not Started February 20, 2024

New February 20, 2024



FAQs - Collaboration Best Practices

How do I know if someone has seen my comment?

- Currently, Notion doesn't have read receipts, but you can @-mention someone to ensure they're notified.

Can I control which notifications I receive?

- Yes! You can adjust your notification settings in your account preferences.

What happens when multiple people edit the same content simultaneously?

- Notion handles edits gracefully, showing everyone's changes in real time.

Can I collaborate with external partners who don't have Notion accounts?

- Yes, you can invite guests to specific pages with view or edit permissions.
-



Mission Summary

Area	What You Learned
Real-Time Collaboration	Viewed edit history and multiple editors
Mentions	Created @-mentions to notify team members
Comments	Added feedback to pages, text, and blocks
Notifications	Used Inbox to track updates and mentions

Bonus Tip:

For distributed teams working across time zones, leave detailed comments with context rather than brief notes. This helps teammates understand your thinking when they review your work hours later!

