

**How to Log In to your Site**

1. Launch Microsoft® Internet Explorer (5.01 or higher).
2. Enter your Buzzsaw site address: example <https://folders.buzzsaw.com/client/yourusername>
3. You must receive an email invitation to join a Buzzsaw site. The email will include a secure URL that you must click to first enter the site and change your password. The first time you access Buzzsaw from a computer, the Buzzsaw software will automatically download; select YES to install.

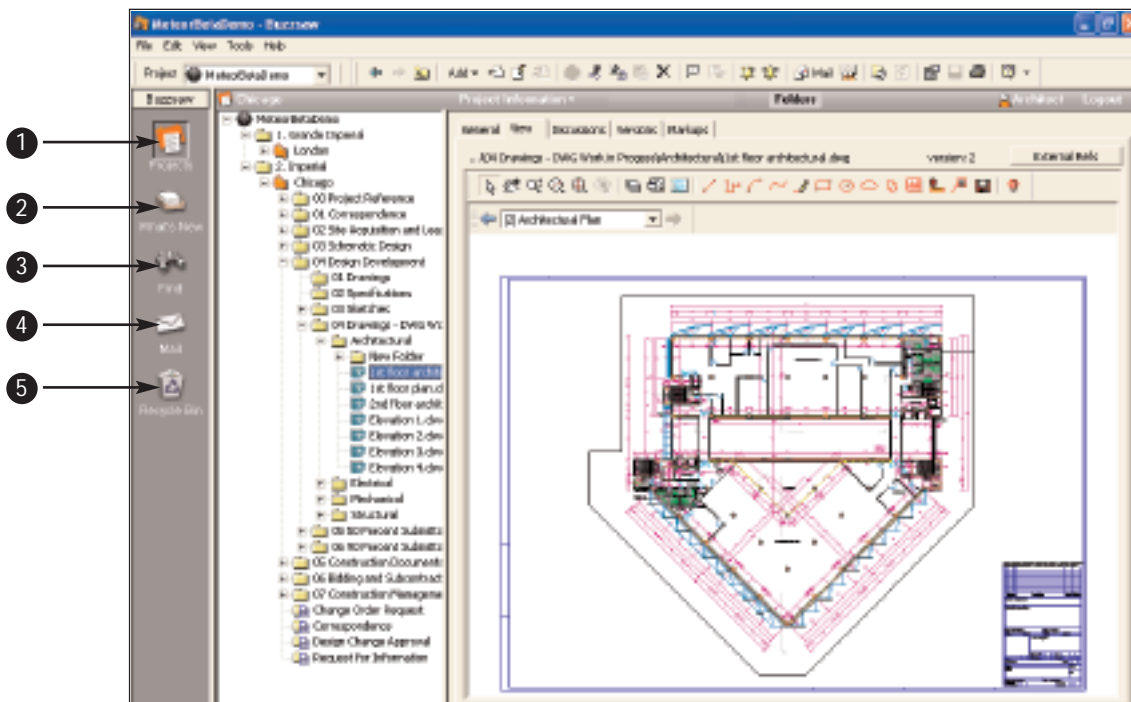


**Keep for future reference:**

Buzzsaw Site address: <https://folders.buzzsaw.com/client/> \_\_\_\_\_  
 Username: \_\_\_\_\_ Your Password: \_\_\_\_\_

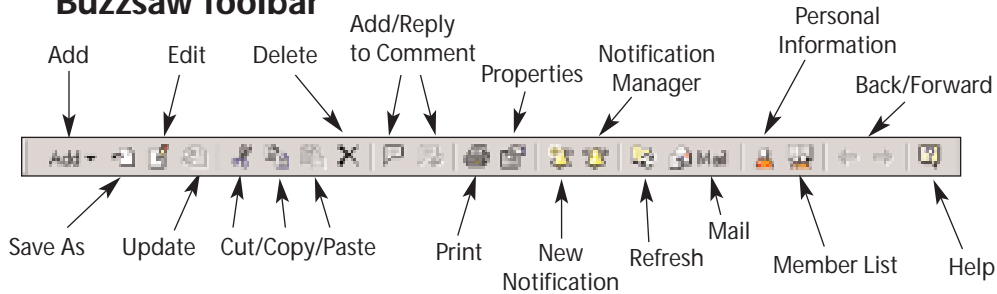
**Buzzsaw Customer Care Contact Information**

Phone (800) 892-0449  
 Email: [bcs.support@autodesk.com](mailto:bcs.support@autodesk.com)



1 Project Files	2 What's New	3 Find	4 Mail	5 Recycle Bin
Use this tree view to see all project photos, documents, drawings, and other files.	Use this tree view to see all project photos, documents, drawings, and other files.	Use this feature to locate files across the entire site or within individual projects.	This shows all mail that you have sent out of Buzzsaw.	All deleted files are stored in the Recycle Bin. You can restore files you have deleted.

## Buzzsaw Toolbar



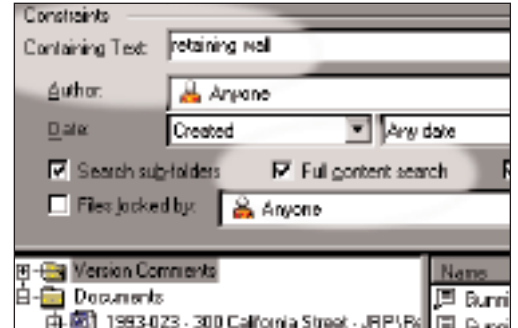
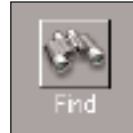
**Note:**  
Toolbar items will vary depending on permission level.

## How To...

### Find a File

In this example, we will search for the phrase "retaining wall," which we know is the subject of a memo that is currently on the site.

1. Click on the **Find** icon.
2. Type "retaining wall" next to **Containing Text:**
3. Check the **Full content search** option.
4. Click **Search**.
5. All text documents that have the words "retaining wall" appear below.



You can search by file name, author, date, or content.

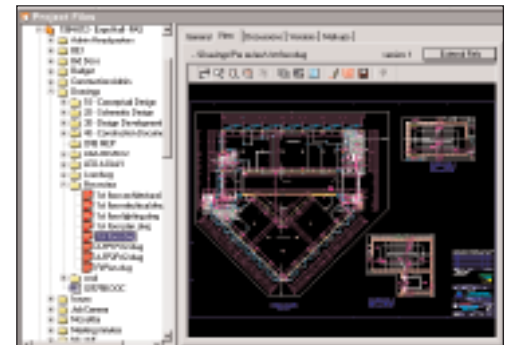
To search within a certain type of document, include the file type under

**File Name** - such as \*.doc for a Microsoft Word® document or \*.dwg for an AutoCAD drawing.

### View and Copy to your Computer

Next we will view an AutoCAD drawing on Buzzsaw, and make a copy onto our desktop.

1. Click on the **Project Files** icon.
2. Double-click on projects and folders until you find the drawing you want to view.
3. Click on the drawing name.
4. Click on the **View** tab.
5. Use the Volo View or Volo View Express toolbar to navigate around the drawing.
6. To make a copy to your desktop, just click on the drawing file name and drag onto your desktop.



You can also copy to your computer by using the **Copy** and **Paste Windows®** commands, or by right-clicking a file and selecting **Download**.

### Add Files and Notify Team Members

Now we will add a punch list (an Excel® spreadsheet) from our computer to the site, and notify team members.

1. Click on the **Project Files** icon.
2. Double-click on projects and folders until you find the desired folder - in this case, the Punch Lists folder.
3. Drag the punch list from your desktop and drop it into the Punch List folder.
4. When the Add to Project Wizard comes up, select **Next**.
5. Add a subject and a body to a comment for the punch list and select **Next**.
6. Click on **Paste comment** to paste into an email, and select **To:** to select recipients. Click **OK** and then **Finish**.

Team members receive an email notification with a hyperlink to that Excel spreadsheet on Buzzsaw.

