



Emailing Project Comments

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From the Project Dashboard, users can leave a comment in the project area and email the comment out to the rest of their team. To email your comment to the team, follow these steps:

1. Click on the '**Comments**' box to type.
2. Enter your comment.
3. Check the '**Email Comment to Team**' box .
4. Click '**Post.**'

The comment will be automatically copied into the email body. Choose the team members you want to send the comment to and click '**Send Email.**'