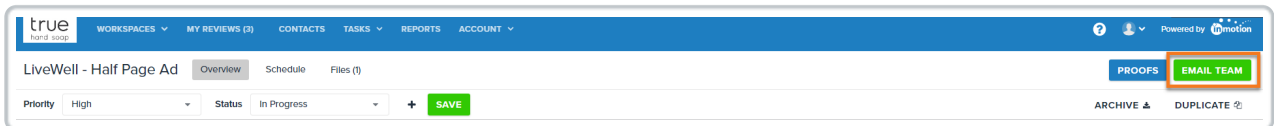


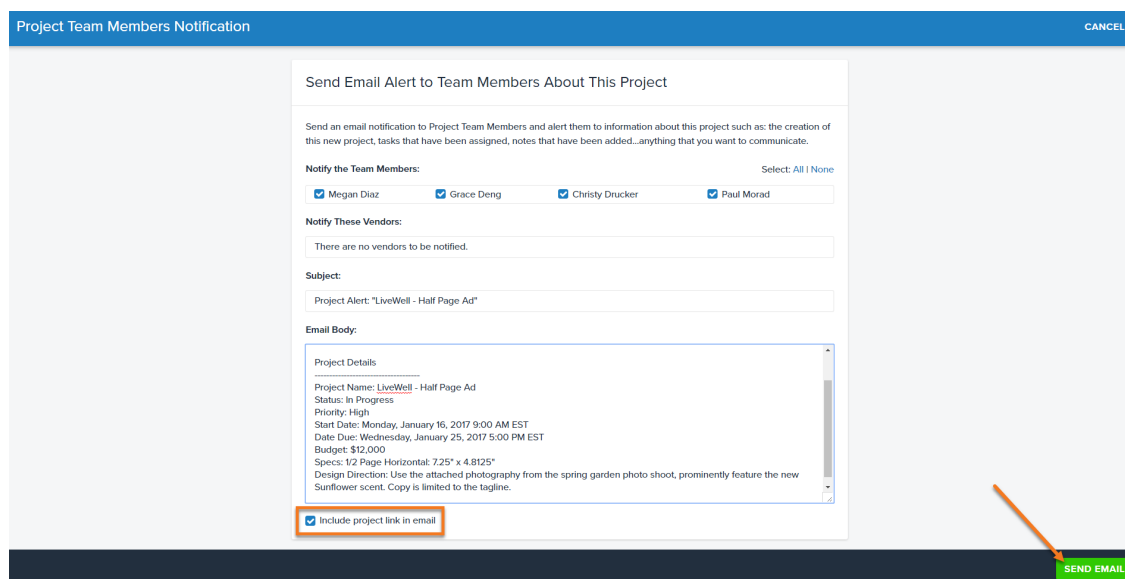
Notifying Team Members of a Project

Published on 05/31/2016

If you would like to send a customizable message to one, several, or all members of a project team, you can click on the **'Email Team'** button from any Project Dashboard.



From here, you can customize the message, choose the team member recipients and send out your email. To include a link directly to the project, be sure to check the **'Include Project Link in Email'** checkbox near the bottom of the page.

A screenshot of the 'Project Team Members Notification' form. The title bar at the top says 'Project Team Members Notification' and has a 'CANCEL' button on the right. The main content area is titled 'Send Email Alert to Team Members About This Project'. It includes a brief instruction: 'Send an email notification to Project Team Members and alert them to information about this project such as: the creation of this new project, tasks that have been assigned, notes that have been added...anything that you want to communicate.' Below this, there are sections for 'Notify the Team Members:' (with a 'Select: All | None' dropdown) and 'Notify These Vendors:'. The 'Team Members' section shows four checked checkboxes for Megan Diaz, Grace Deng, Christy Drucker, and Paul Morad. The 'Subject' field contains 'Project Alert: "LiveWell - Half Page Ad"'. The 'Email Body' section contains a 'Project Details' block with information like Project Name, Status, Priority, Start Date, Date Due, Budget, Specs, and Design Direction. At the bottom of the form, the checkbox 'Include project link in email' is checked and highlighted with a red rectangular box. An orange arrow points from the bottom right towards the 'SEND EMAIL' button, which is a green button located at the bottom right of the form.