Kahua Quick Reference Guide
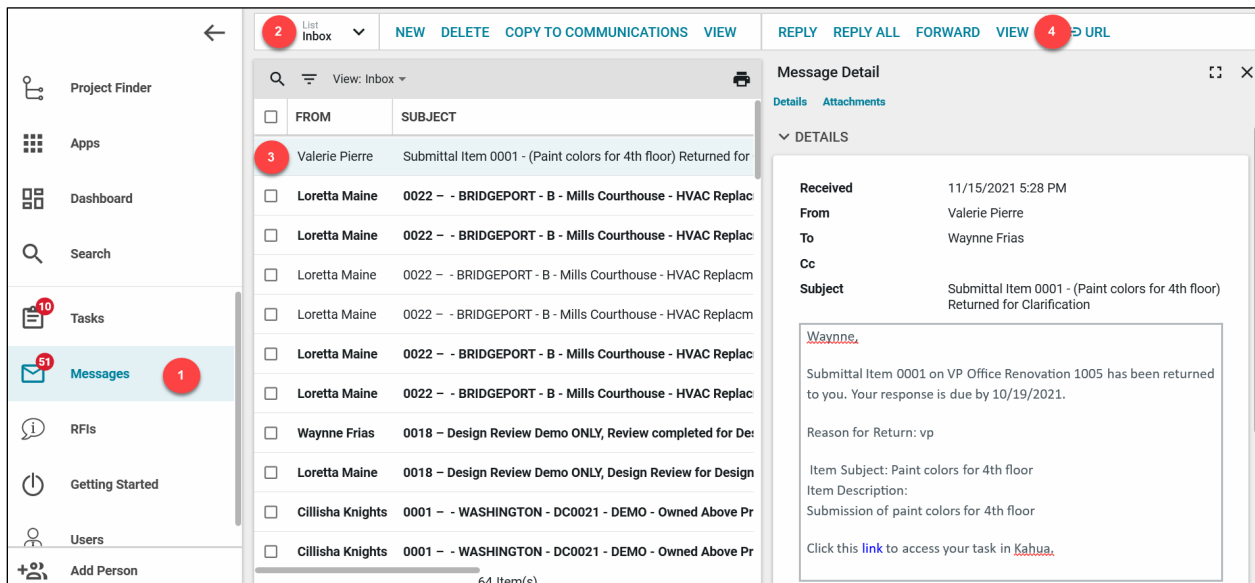# Messages

About Messages

Messages are used to send messages to other Kahua users within the system. All messages, both sent and received, are available in the Messages application. Messages are specific to your account and include all messages across projects and partitions. Messages can also be copied to the Communications App to capture any official project communications.

Access to Messages

1. To access your Messages, Click **Messages** on the left-hand navigation bar.

   Note: You may also access your Messages from the Getting Started app from the Recent Messages section.

2. The Messages **Inbox** opens displaying all of your Messages.

3. **Select** a Message to open the message on the right-hand side.

4. From within your Message you may **Reply**, **Reply All**, **Forward**, or **View**.

Sending a Message

1. From your Messages Inbox, click **New** to bring up a blank message document.

2. Enter the recipient(s) in the **To**, **Cc**, or **Bcc** fields. Use the drop-down list to select from your Kahua Contacts. To send a message to someone outside your contact list, type their email address and press **Enter**.

3. **Subject** is very important. The recommended subject is **Project Name** – followed by what the email is about.

4. Type the text and body of the message.

5. Check **Copy to Communications** to save a copy of the message to the Communications application in your current project.

6. Upload any attachments in the **Attachments** section of the message. You may choose to upload from your computer by clicking **Upload** or clicking **Add Kahua Doc**. This allows you to attach any Kahua record as an attachment.

7. Click **Send** to send the message.
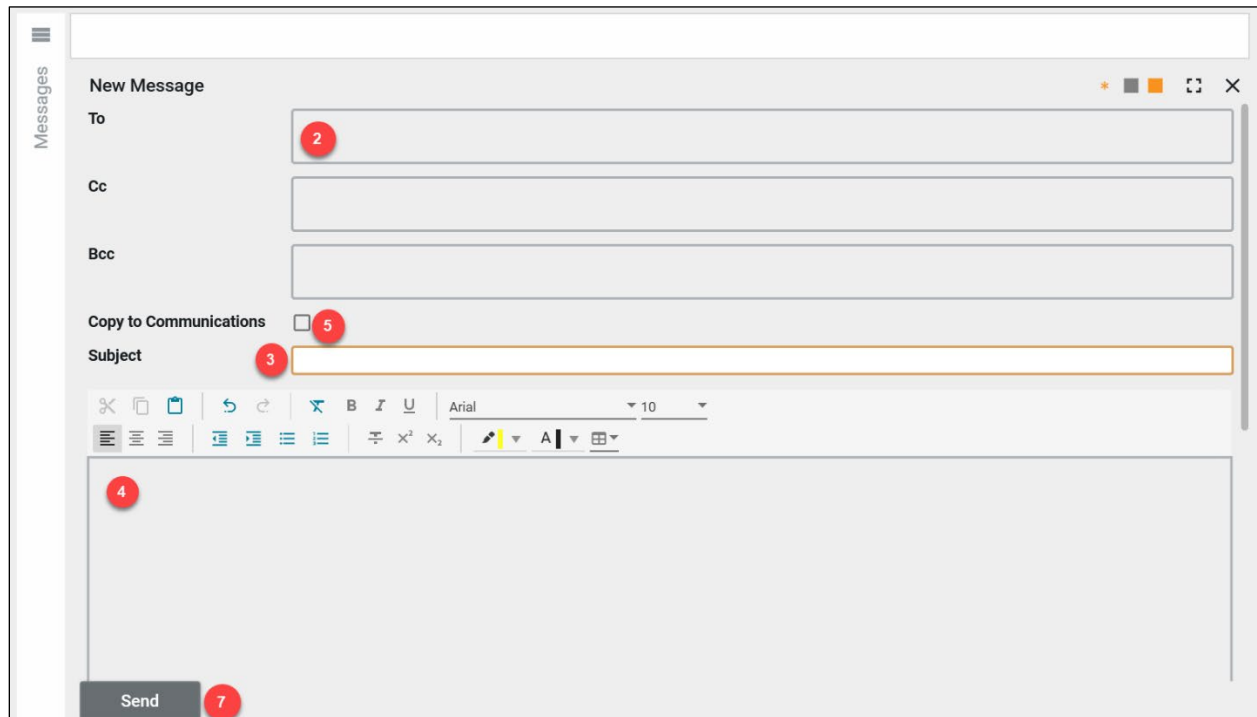
Note: Messages can also be sent directly from any application. There is a **Send** option on the action bar in most apps that will bring up the same screen as Messages.