

Kahua Quick Reference Guide

Messages

Project Lifecycle Applicability



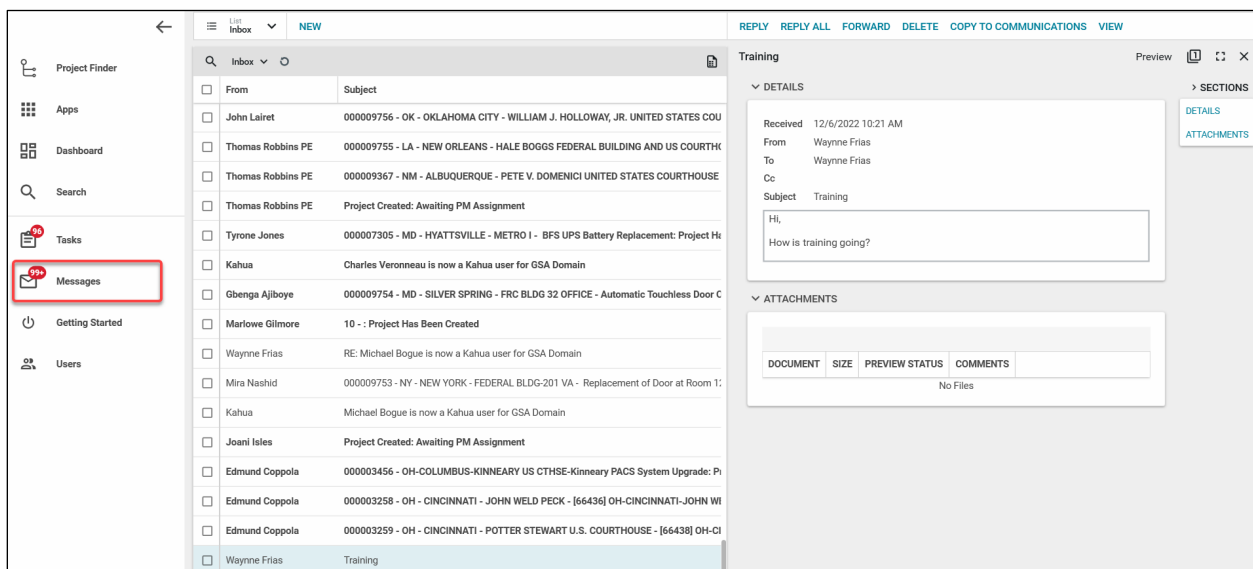
About Messages

- [Access the Messages App](#)
- [Send a Message](#)

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 of a specific project to capture any official project communications.

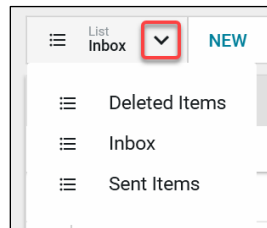
Access the Messages App

- To access your Messages, Click **Messages** on the left navigation pane.

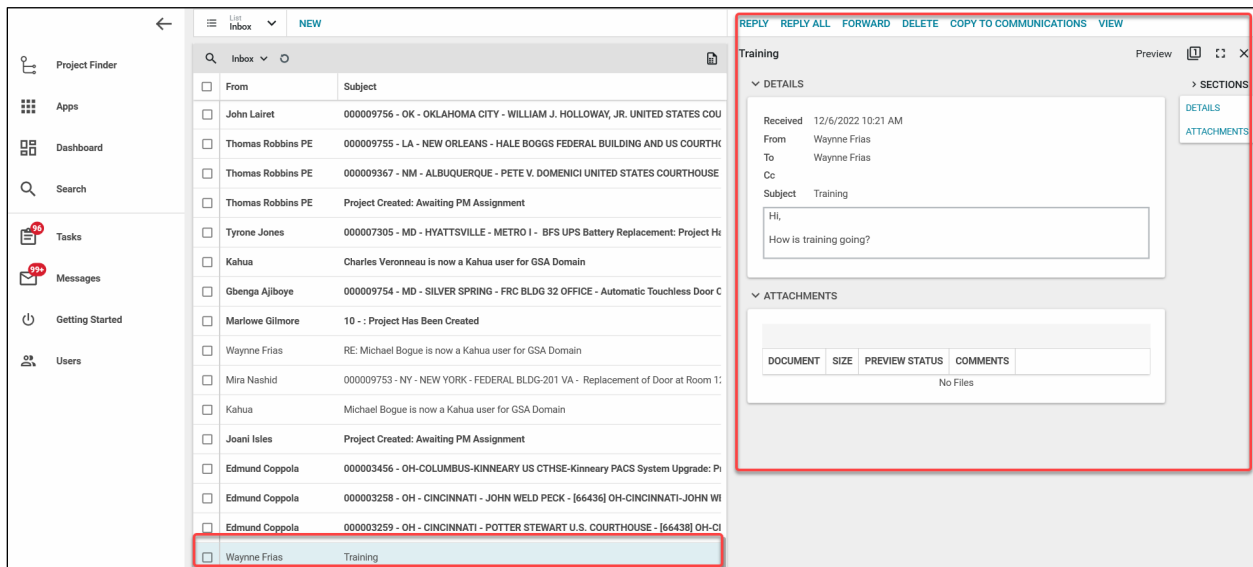


Note: You may also access your Messages from the Getting Started app in the Recent Messages section.

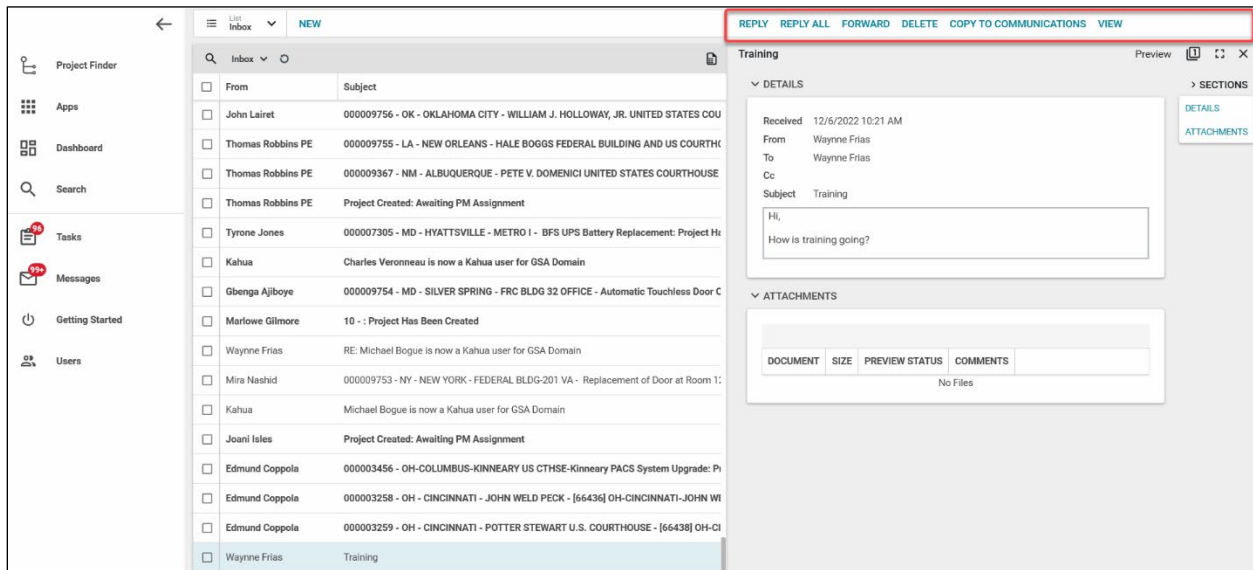
- 2. The Messages **Inbox** opens displaying all of your Messages. You can also select the drop down next to the Inbox in order to toggle through the other lists views such as Deleted Items, Inbox, and Sent Items.



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

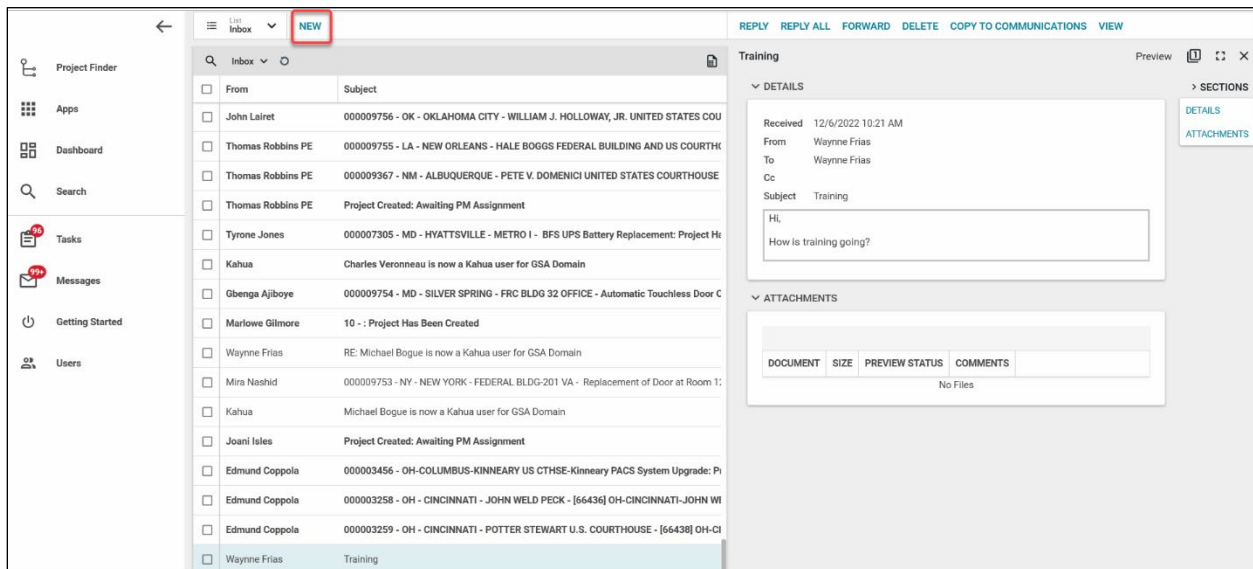


4. From within your Message you may **Reply**, **Reply All**, **Forward**, **Delete**, **Copy to Communications**, or **View**.



Send a Message

1. From your Messages Inbox, click **New** to open 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**.

New Message * New [2] [maximize] [close]

▼ DETAILS > SECTIONS

To ▼
Field is required.

Cc ▼

Bcc ▼

Copy to Communications

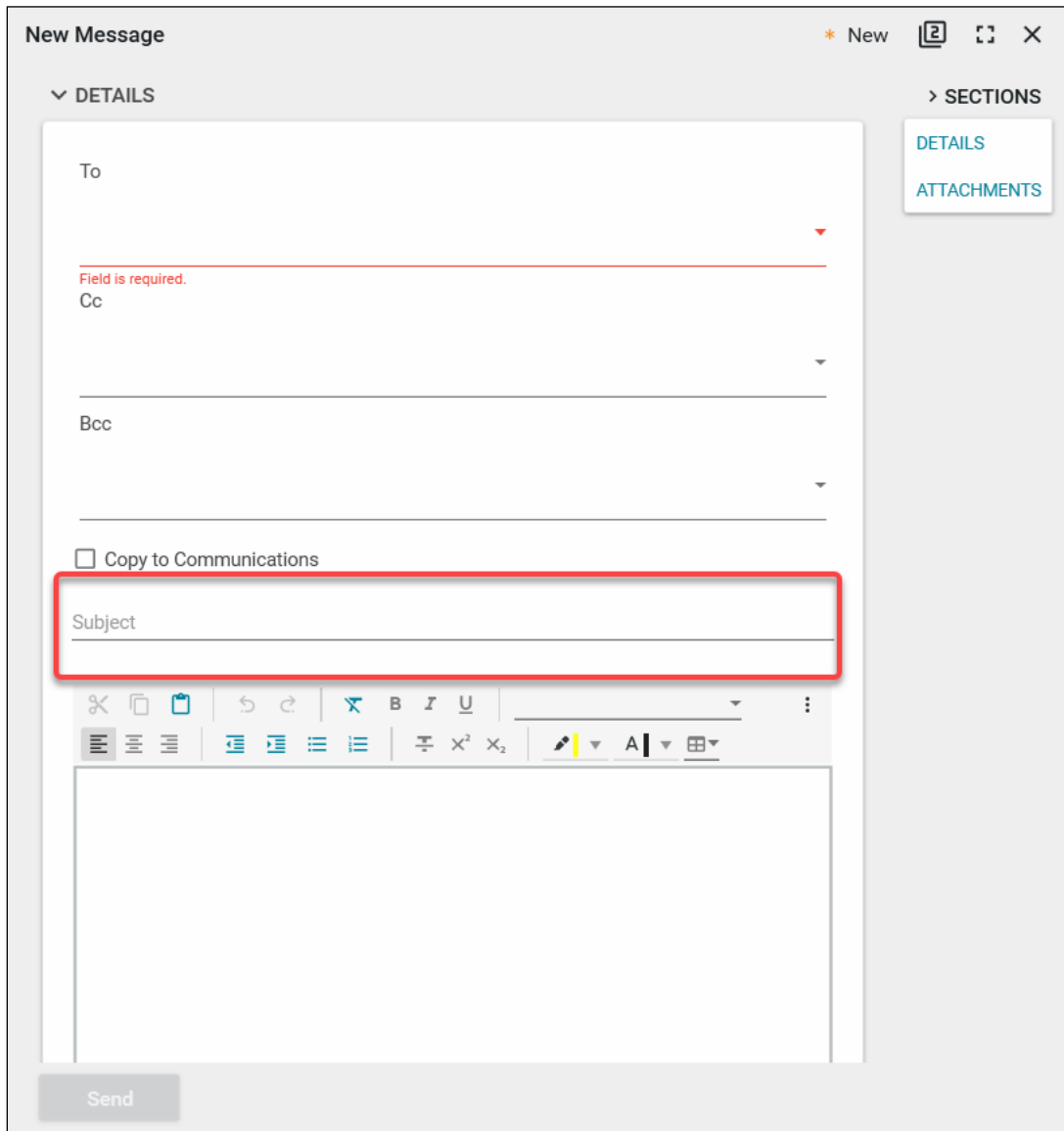
Subject _____

[Rich Text Editor Toolbar]

Send

DETAILS
ATTACHMENTS

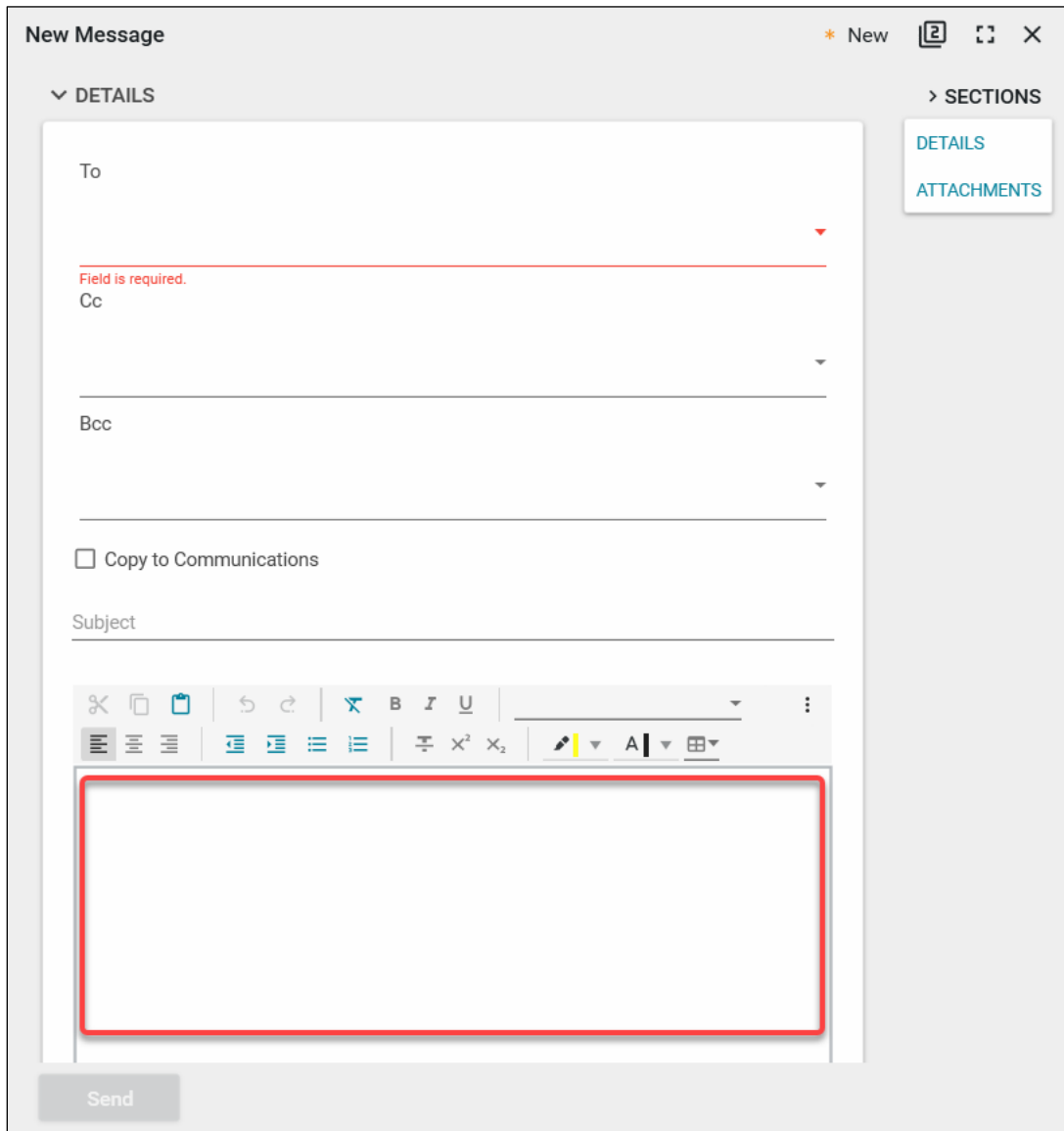
3. **Subject** is very important. The recommended subject is **Project Name/Number** – followed by detail about the email’s content.



The screenshot shows a 'New Message' window with the following elements:

- DETAILS** section:
 - To:** Empty field with a red error message 'Field is required.' below it.
 - Cc:** Empty field.
 - Bcc:** Empty field.
 - Copy to Communications
 - Subject:** Empty field, highlighted with a red border.
- SECTIONS** sidebar:
 - DETAILS** (selected)
 - ATTACHMENTS**
- Rich Text Editor:** Includes icons for undo, redo, bold, italic, underline, list, link, unlink, text color, background color, and font face.
- Send** button at the bottom left.

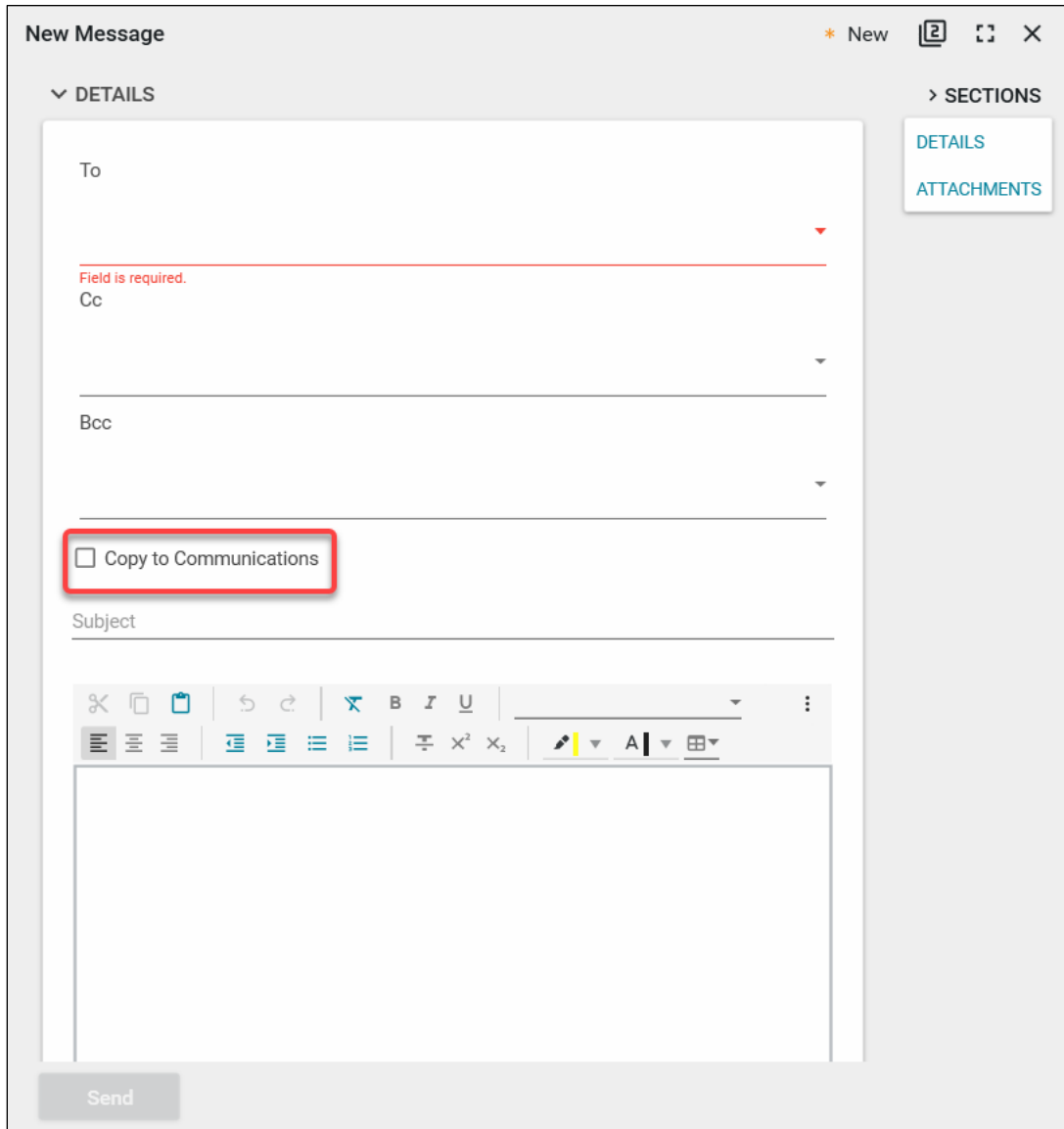
4. Type the text and body of the message.



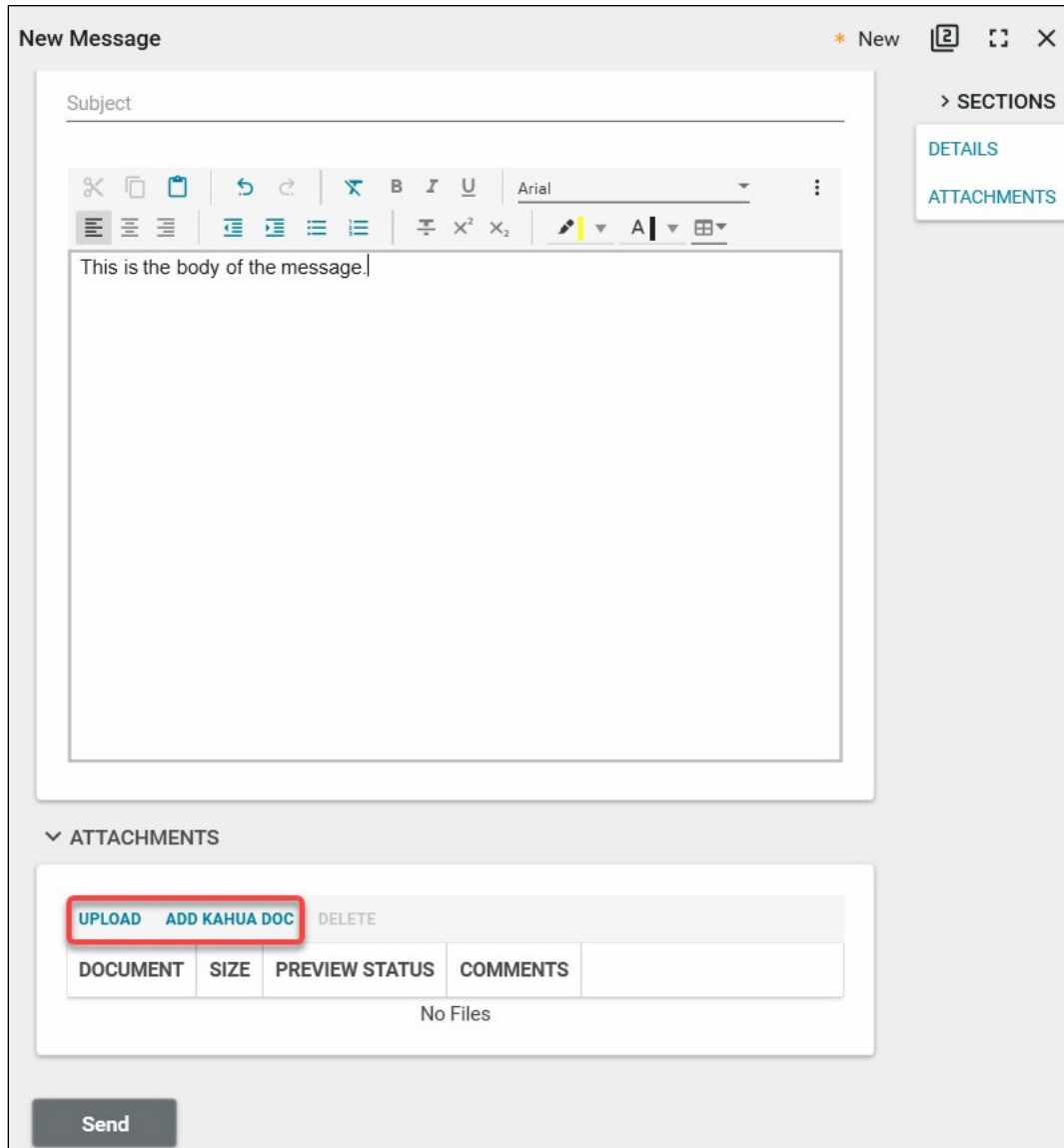
The image shows a 'New Message' window with the following elements:

- Title Bar:** 'New Message' on the left, and '* New', a window icon, a maximize icon, and a close icon on the right.
- DETAILS Section:** A dropdown arrow followed by the text 'DETAILS'.
- Form Fields:**
 - To:** A text input field with a red error message 'Field is required.' below it.
 - Cc:** A text input field.
 - Bcc:** A text input field.
 - Copy to Communications:** A checkbox that is currently unchecked.
 - Subject:** A text input field.
- SECTIONS Section:** A dropdown arrow followed by the text 'SECTIONS'. Below it are two buttons: 'DETAILS' and 'ATTACHMENTS'.
- Rich Text Editor:** A toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, text color, background color, and link icon. Below the toolbar is a large text area for the message body, which is highlighted with a red rectangular border.
- Send Button:** A button labeled 'Send' at the bottom left of the window.

5. Check **Copy to Communications** to save a copy of the message to the Communications application in the currently open 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.

New Message * New [2] [Fullscreen] [Close]

Subject

Rich Text Editor: [Undo] [Redo] [Bold] [Italic] [Underline] [Font: Arial] [List] [Link] [Image] [Color] [Background Color] [Table]

This is the body of the message.

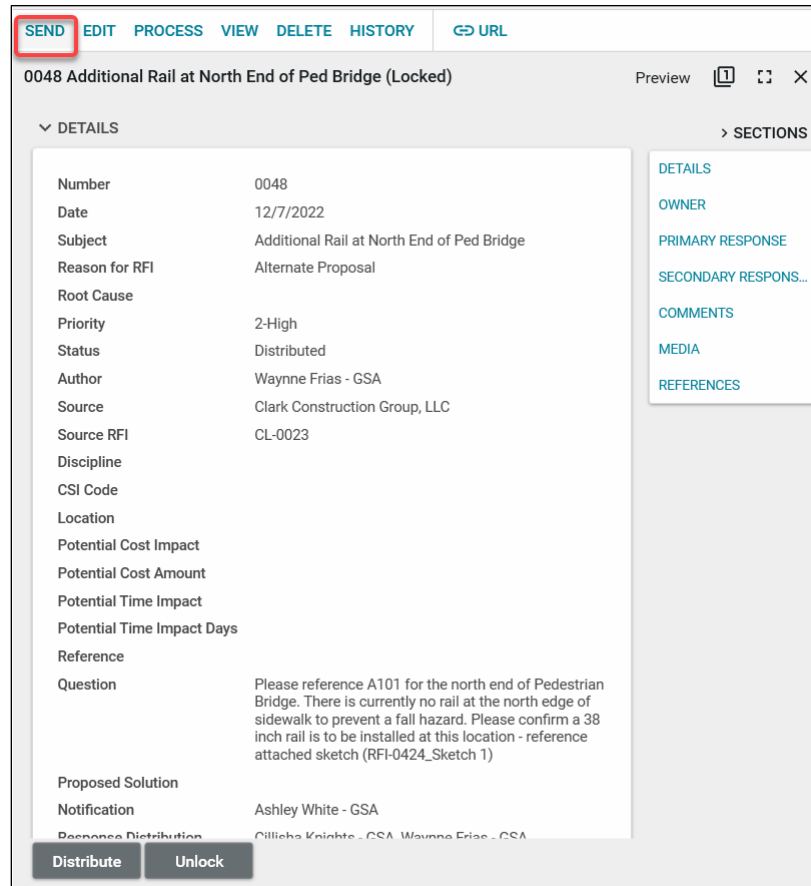
ATTACHMENTS

UPLOAD ADD KAHUA DOC DELETE

DOCUMENT	SIZE	PREVIEW	STATUS	COMMENTS
No Files				

Send

Note: Messages can also be sent directly from any application (Ex: RFI). There is a **Send** option on the action bar in most apps that will bring up the same screen as in the Messages app.



All sent Messages will be from the inbox@kahuafn.com email address. You can send emails from your email account (Gmail, Outlook, etc.) to inbox@kahuafn.com to populate that message in the Messages app. You can also Reply All to a message, and it will be received in your Messages inbox. The message can also be subsequently copied into the Communications app of a project.

Resources

For additional help with Kahua applications, you can access the Calendar for Instructor-led training, Self-paced videos and Quick Reference Guides (QRGs) from this link: [Training: Project Management tool | GSA](#)

Related QRGs

[Intro and Navigation](#)