## OVERVIEW

This Quick Reference Guide (QRG) is designed to show you how to send messages within a Sourcing Project in eMMA. Using the "Message" functionality allows all Project messages to be tracked and audited; messages are saved with the Project.
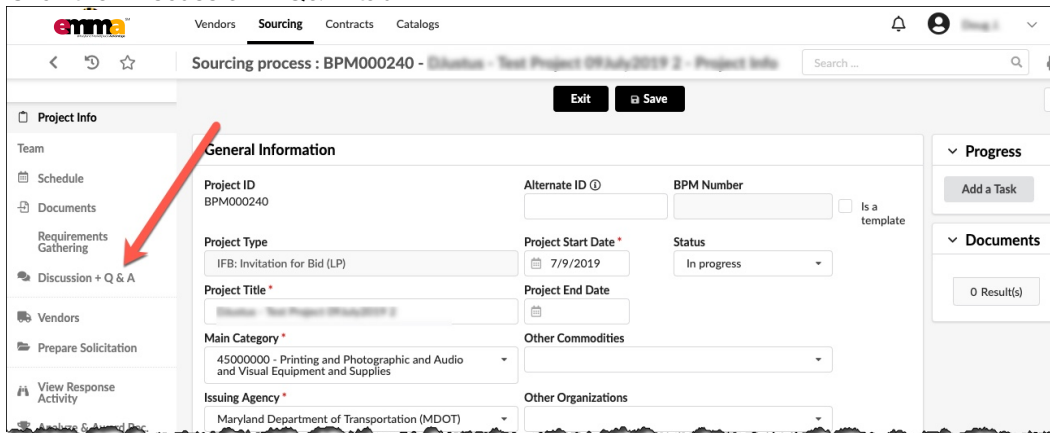
## PROCESS – Sending Messages Within Sourcing Project

1. Access eMMA via SecureAuth or your login. IMPORTANT: For best results, access eMMA via Google Chrome.

2. From your Home page, click the "Sourcing" module and select "Browse Sourcing Projects" from the drop-down menu.
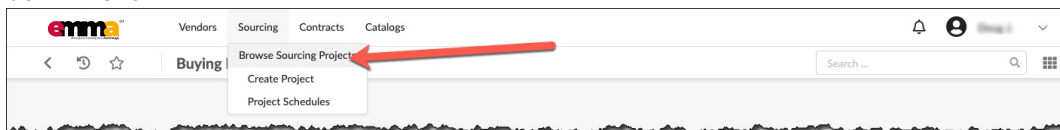


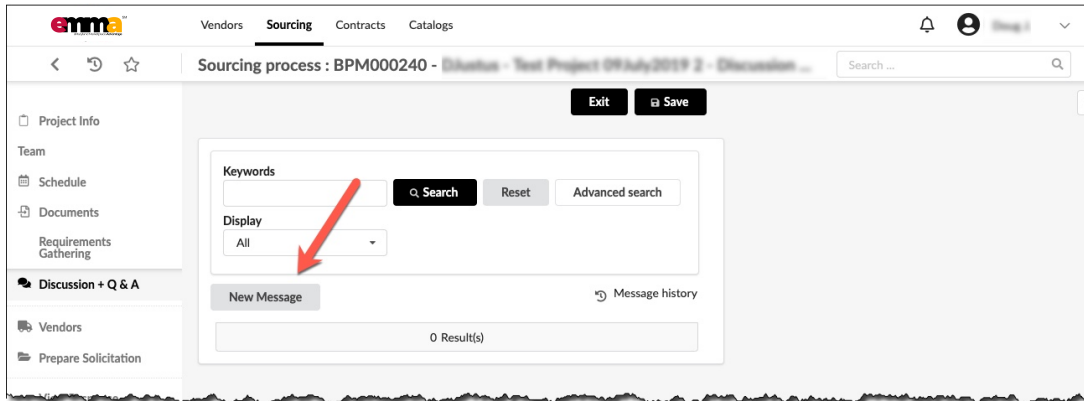3. Click the "pencil" icon next to the desired Sourcing Project. The Project displays.
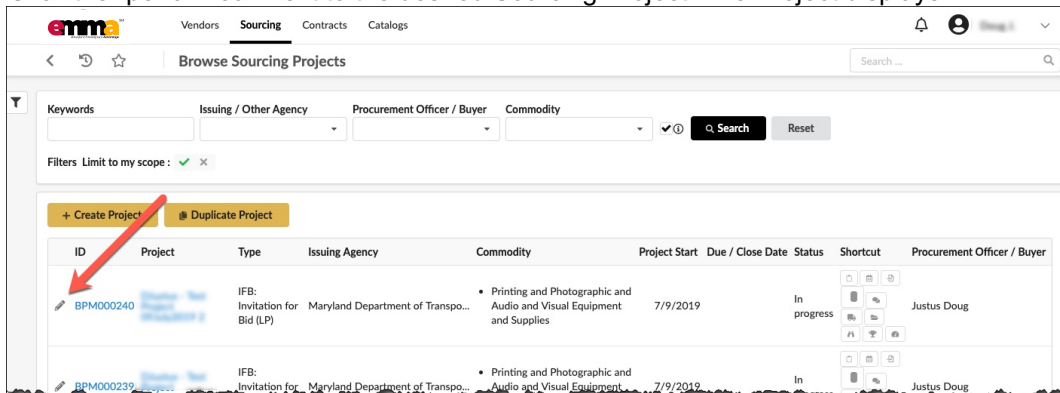

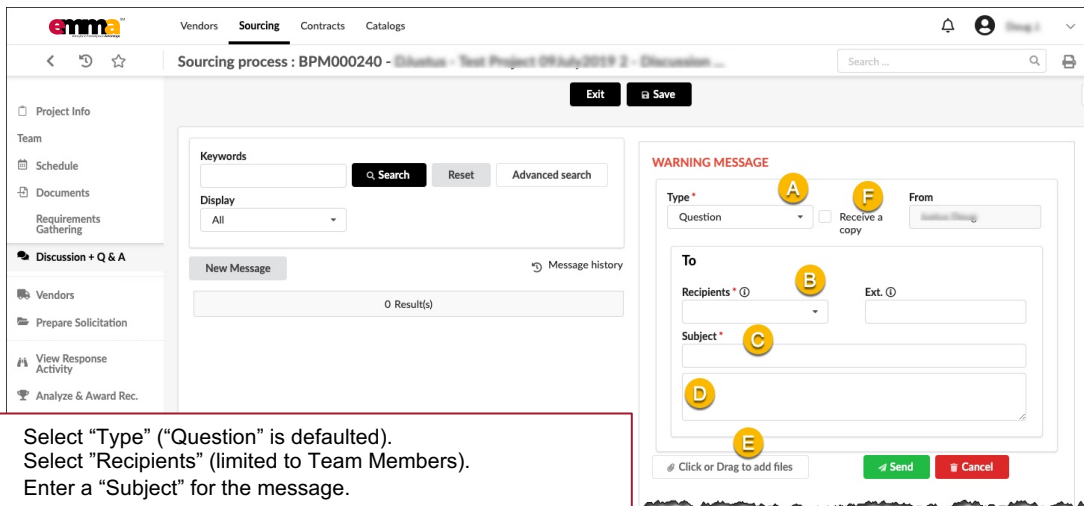
4. Click the "Discussion + Q&A" tab.

## PROCESS – Sending Messages Within Sourcing Project (continued)

5. Click "New Message".

6. The Message window displays. Complete the Message window as noted.

A. Select "Type" ("Question" is defaulted).
B. Select "Recipients" (limited to Team Members).
C. Enter a "Subject" for the message.
D. Enter the body of the message.
E. (optional) Add a document attachment.
F. (optional) Click to receive a copy to your email address.

7. Click "Send". The Confirmation message displays.