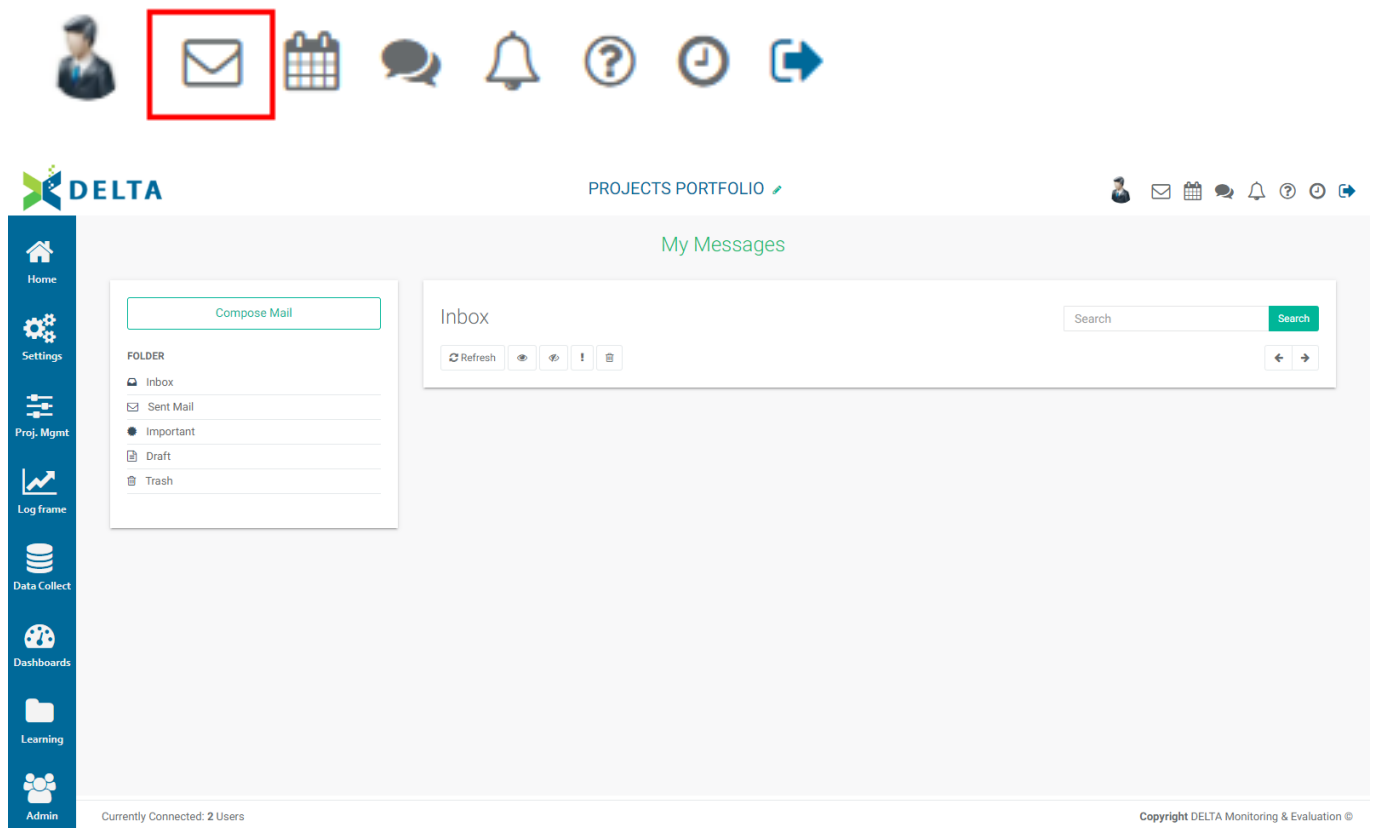


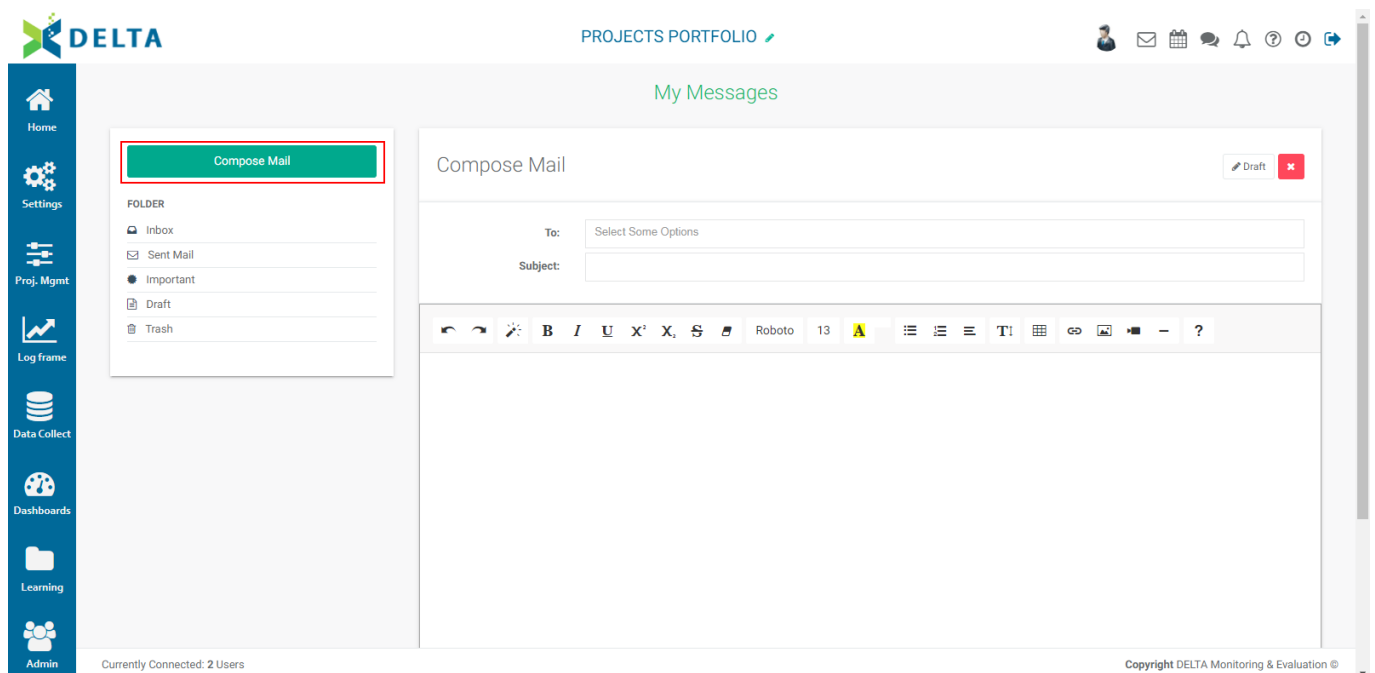
Main Toolbar

Main Toolbar: My Messages

My Messages is the system mailbox. It works like a regular email service, but it is entirely internal to Delta. Click on the My Messages icon in the main toolbar to enter the My Messages screen.

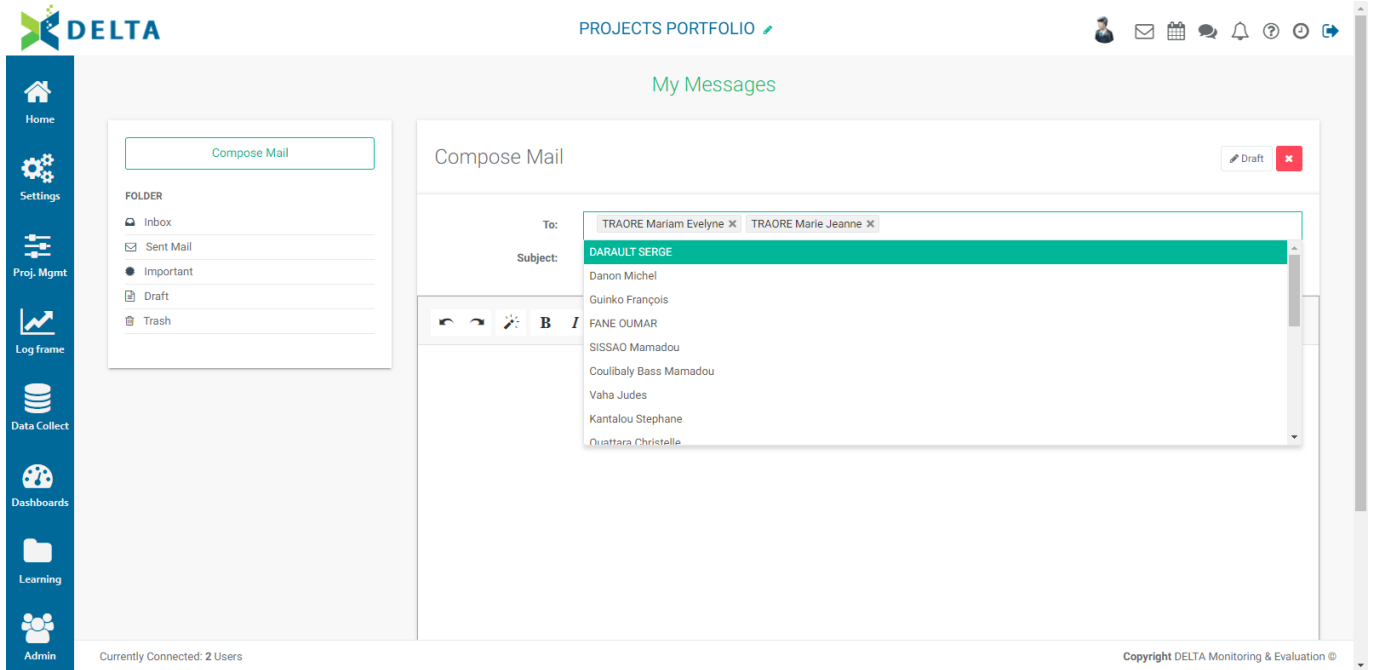


Click the **Compose Mail** at the top left of the email area to send messages to the members of the project team.

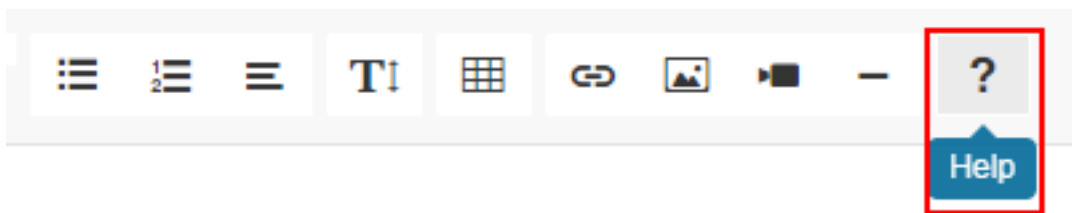


You can select more than one recipient by adding them one at a time from the pick list. Click in the blank part of the To: field to bring up the pick list, and make additional selections as needed.

Main Toolbar



Enter a Subject, and the body of your message. You can add links, pictures, videos, and use a full slate of word-processing tools such as styles, headers, tables, etc. The email system also comes with its own help.



Click the **Help** icon to bring up the list of shortcuts for the My Messages system.

Main Toolbar

Help



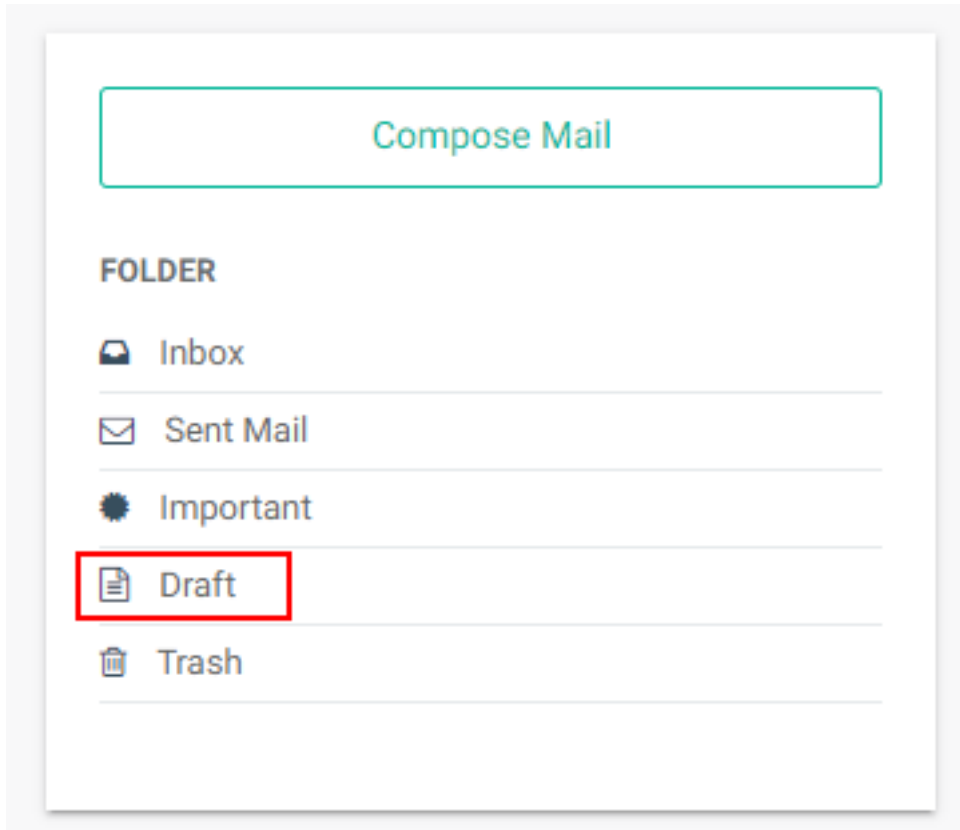
ENTER	Insert Paragraph
CTRL+Z	Undoes the last command
CTRL+Y	Redoes the last command
TAB	Tab
SHIFT+TAB	Untab
CTRL+B	Set a bold style
CTRL+I	Set a italic style
CTRL+U	Set a underline style
CTRL+SHIFT+S	Set a strikethrough style
CTRL+BACKSLASH	Clean a style
CTRL+SHIFT+L	Set left align
CTRL+SHIFT+E	Set center align

You can save a **Draft** of your message by clicking the Draft button at top right of the message body window.



Draft messages will be moved to the Draft folder.

Main Toolbar



To edit a draft, open the Draft folder and click the desired message. You may resave as a draft, or send the revised message by clicking the **Send** button at top right of the message body box. Your sent messages will appear in the Sent Mail folder on the left.

Incoming messages you flag as **Important** will appear in the Important folder on the left. Messages you delete will be moved to the trash. To **delete trashed messages**, open the Trash folder, select the messages you want to delete, and click the trashcan icon.

Recipients of a message will be notified via a numbered badge over the My Messages icon in the Main Toolbar. **NOTE:** messages sent at the Project level will **only** be visible from inside the project, along with the associated notifications. Similarly, messages sent at the Portfolio level will only be visible from that level.

Previous: [Project Tiles and Project List Views](#) | Next: [Main Toolbar: Calendar/Agenda](#)

Unique solution ID: #1011

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