Getting Started with Inbound Emails

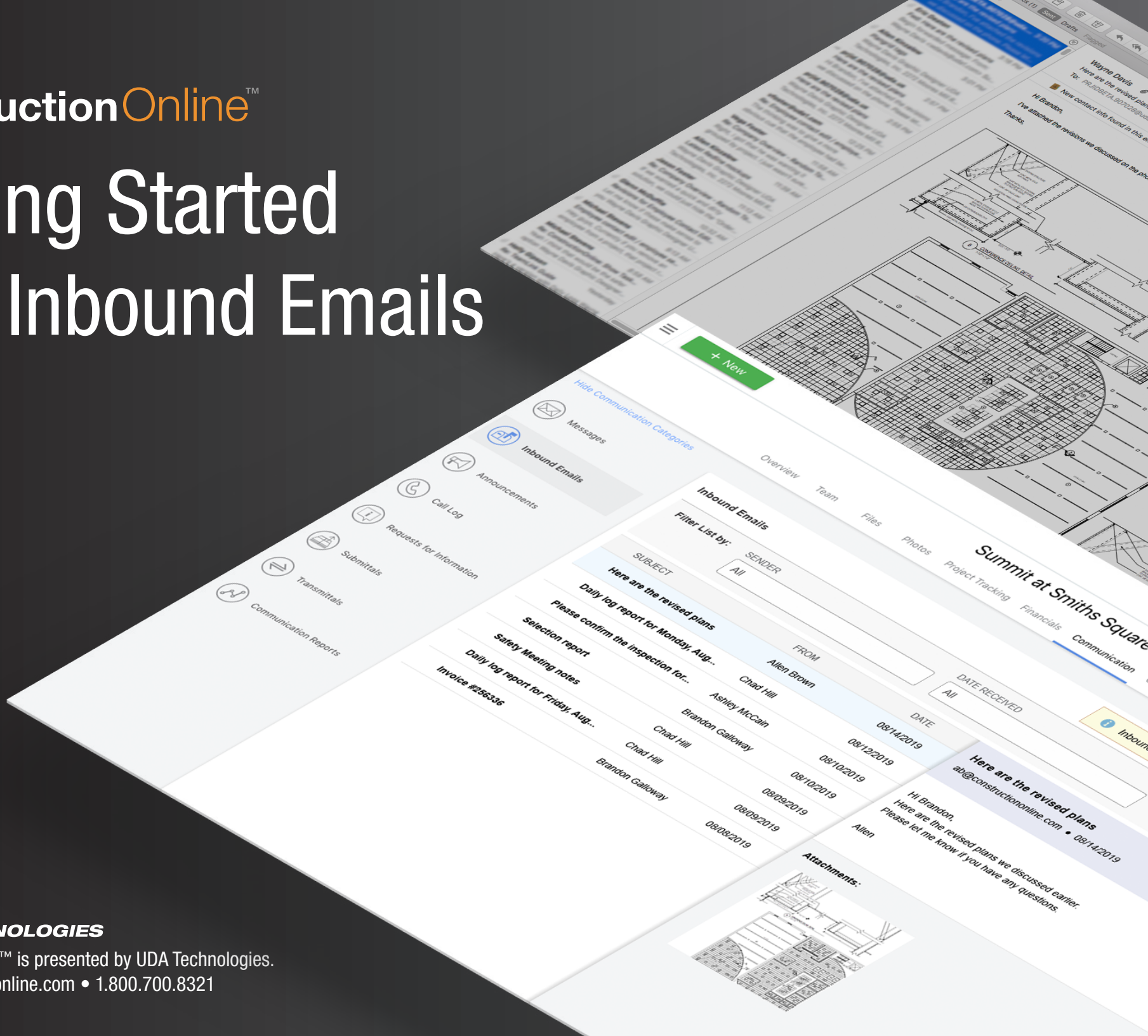**UDA** Construction Online™

Receive External Emails for Your Projects

Manage and store your project correspondence with the Inbound Email tool. You can designate approved senders who will be able to send emails from any external client into dedicated ConstructionOnline project email addresses.

Every project has its own dedicated inbound email address

☰　　+ New　　　　　　　　　　　　　　　　　　　　　　Gipson Construction ⌄　 GIPSON

Summit at Smiths Square ⌄

Overview　Team　Files　Photos　Project Tracking　Financials　**Communication**　Calendars & Schedules　Redline™ Planroom

Hide Communication Categories

| ✉ Messages | **Inbound Emails** | ℹ Inbound Project Email Address: PRJID.907028@uda.us | ⋯ |

| 📬 **Inbound Emails** | Filter List by: | SENDER | DATE RECEIVED |
| 📣 Announcements | | All | All |

SUBJECT	FROM	DATE
Here are the revised plans	Allen Brown	08/14/2019
Daily log report for Monday, Aug...	Chad Hill	08/12/2019
Please confirm the inspection for...	Ashley McCain	08/10/2019
Selection report	Brandon Galloway	08/10/2019
Safety Meeting notes	Chad Hill	08/09/2019
Daily log report for Friday, Aug...	Chad Hill	08/09/2019
Invoice #256336	Brandon Galloway	08/08/2019

📞 Call Log

ℹ Requests for Information

📤 Submittals

🔄 Transmittals

📈 Communication Reports

Here are the revised plans　　　　　⋯ ✕
ab@constructiononline.com • 08/14/2019

Hi Brandon,
Here are the revised plans we discussed earlier.
Please let me know if you have any questions.

Allen

Attachments:

Emails are safely stored for future reference, and can be filtered by sender and date received

View email details, including any attached docs or photos

How to Give Users Access to the Inbound Emails Tool

Using the Inbound Emails Tool is easy - simply choose the users you want to have access and enter their preferred email addresses. They'll then be able to send emails to the dedicated project email address. Once received, you'll be able to view details, download attachments, resend project emails and more.

Choose Approved Inbound Senders

Choose which of your employees on the project team will be able to send emails into the project, and what email addresses will be accepted.

Approved Inbound Senders

APPROVED SENDER	EMAIL ADDRESSES	
Allen Brown Gipson Construction	ab@gipsonconstruction.com	✏️
Ashley McCain Gipson Construction	am@gipsonconstruction.com, ashley172@web.com	
Brandon Galloway Gipson Construction	bg@gipsonconstruction.com	
Chad Hill Gipson Construction	ch@gipsonconstruction.com	
Steven Martindale Gipson Construction	sm@gipsonconstruction.com	

Save   Cancel

Copy & Send the Inbound Project Email Address

Each project will have its own dedicated email address. Simply copy the address and send it to your approved senders, or they can visit the Inbound Emails page and copy the email address themselves.

ℹ️ Inbound Project Email Address: PRJID.907028@uda.us   •••

Manage Approved Inbound Senders

Copy Email Address to Clipboard

Export to Excel

Refresh

Here are the revised plans
ab@constructiononline.com • 08/14/2019

Set Employee Permissions for the Inbound Emails Tool

To control your employees' access to the Inbound Emails page in ConstructionOnline, simply set the desired permission level for each employee in their Company Employee Settings window.

PROJECT COMMUNICATION

RFI Tracking   Can Create, Edit, & Delete ⬍

Submittals   Can Create, Edit, & Delete ⬍

Transmittals   Can Create, Edit, & Delete ⬍

Inbound Emails   Can Create, Edit, & Delete ⬍