**Email Specialist and Proposal Team**

**Where to start?**

1. After logging in access your funding proposal.

**How do I Email the Specialist or Proposal Team?**

2. In the funding proposal workspace, in the left hand toolbar, click the *Email Specialist* activity (to email the Office of Research) or *Email Proposal Team* activity (to email the PI, Department Administrators, and those given proposal access.)

3. Compose the Message and click OK.

**What’s Next?**

4. Your message will appear in the History tab of the workspace.

5. When a message is received through the Email Specialist or Email Proposal Team activity the sender displayed will be peris@pitt.edu.

6. When responding to a communication please do so through MyFunding. Click the *Email Specialist* or *Email Proposal Team* activity in the left hand toolbar. The message will be tracked in the History tab.