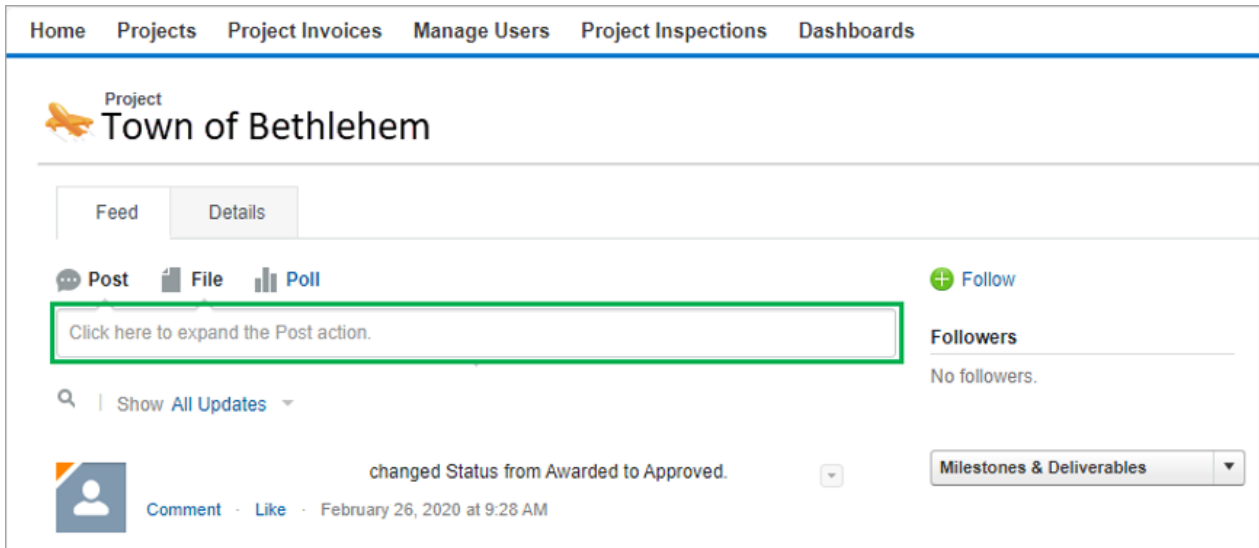


Introduction

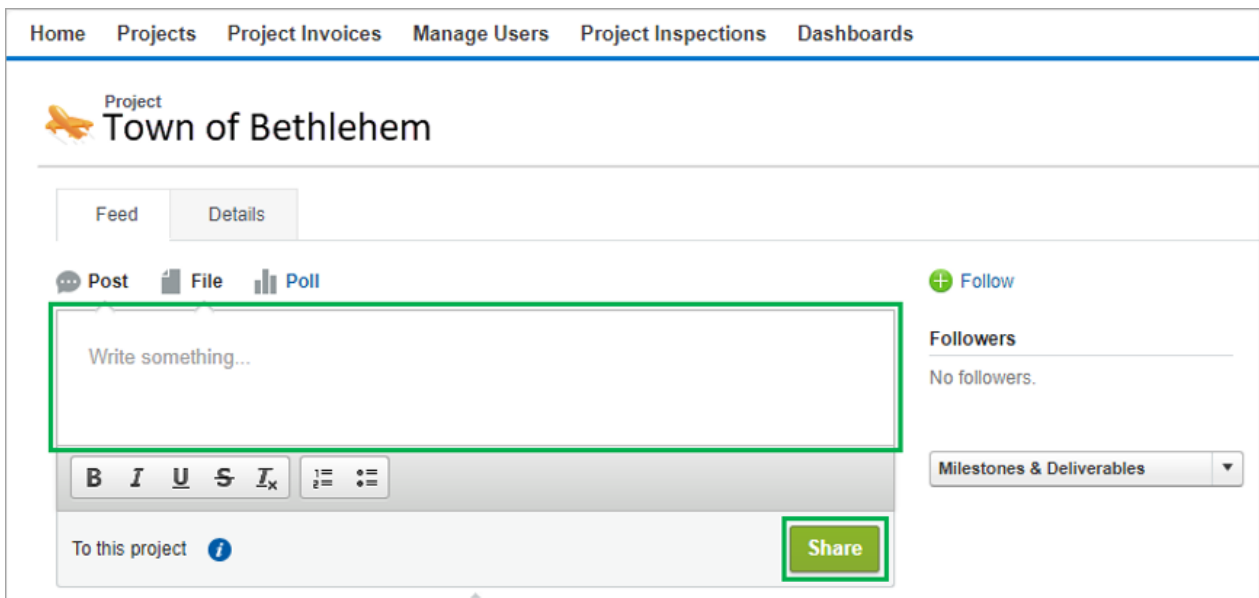
The **Chatter Feed** is on your **Project Page**. This is where you will communicate with your NYSDERDA Project Manager and the external reviewer. Keeping communications in the **Chatter Feed** allows NYSDERDA to respond quickly and track all sent and received communications that may be difficult to manage with an email application alone.

1. To post a message to the Chatter Feed, click the **Click here to expand the Post action** option, document your message and click the **Post** button.



! All previous posted messages appear below the **Post** section.

2. Document your message in the **Write Something** section and click the **Share** button.



✓ You can **Tag** the External Reviewer and the NYSDERDA Project Manager by typing the @ symbol then the name of the person you want to **Tag**. This will send a notification email the **Tagged** individuals to ensure that your message is received and viewed. This action can also be done when uploading a file.

3. To attach a file to the Chatter Feed, click the **File** tab, then click the **Choose File** button and locate the file on your computer.

[Home](#) [Projects](#) [Project Invoices](#) [Manage Users](#) [Project Inspections](#) [Dashboards](#)

Project

Town of Bethlehem

Feed

Details

Post

File

Poll

Choose File

Project Name.docx

Maximum file size is 2 GB

Say something about this file...

B

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S

I_x

☰

☷

To this project

Share

+ Follow

Followers

No followers.

Milestones & Deliverables

⚠ Enter in any text that may be relevant when uploading the file, using @ mentions to **Tag** members of the CEC team that would want to know about the uploaded file.

- When you are ready to post the file, click the **Share** button.