
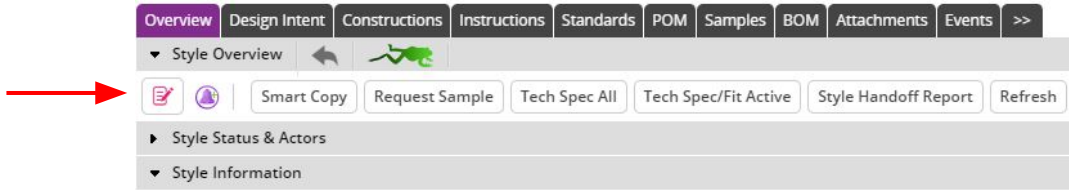


OVERVIEW PAGE

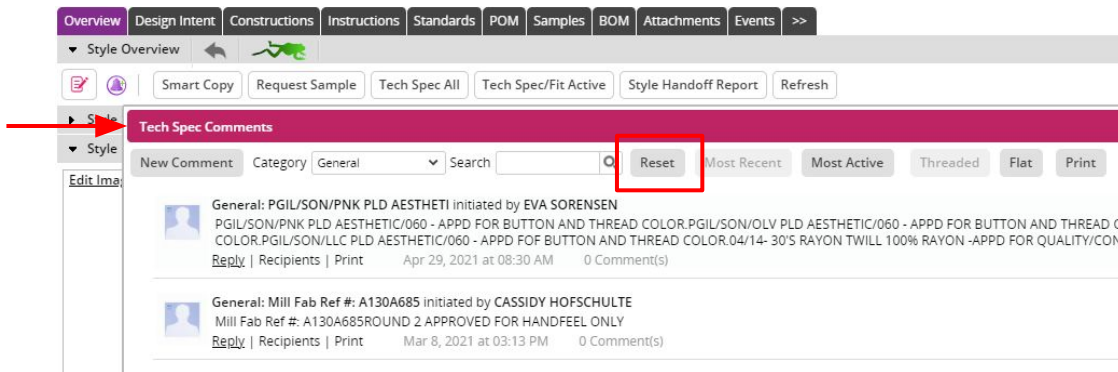
THREADED MESSAGING: RESPOND TO A THREAD - OPTION 1

1. Navigate to the Style Overview page, click on the **Notebook** icon. 

Note: The notebook icon will turn pink when there is a message. 

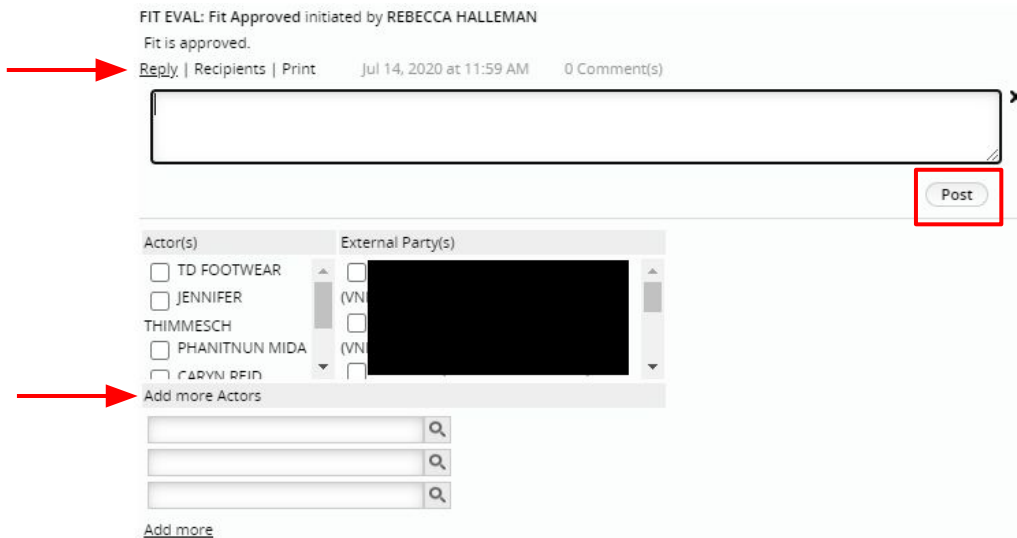


2. The Tech Spec Comments window will appear. Click **Reset** to view all threaded messages for that style.



3. Click **Reply** under the message you want to respond to. Type ahead to add reply in comment box. Add additional actors if desired, and click **Post**.

Note: Response will be sent to all actors on original comment, but you may also add additional actors.



THREADED MESSAGING: RESPOND TO A THREAD - OPTION 2

1. Reply to the email of the original comment.

Note: Response will be sent to all actors on original comment, but you cannot add additional actors. All ignature information will be included in your reply so remember to delete this prior to sending.

