

Correspondence

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Documenting Existing Correspondence

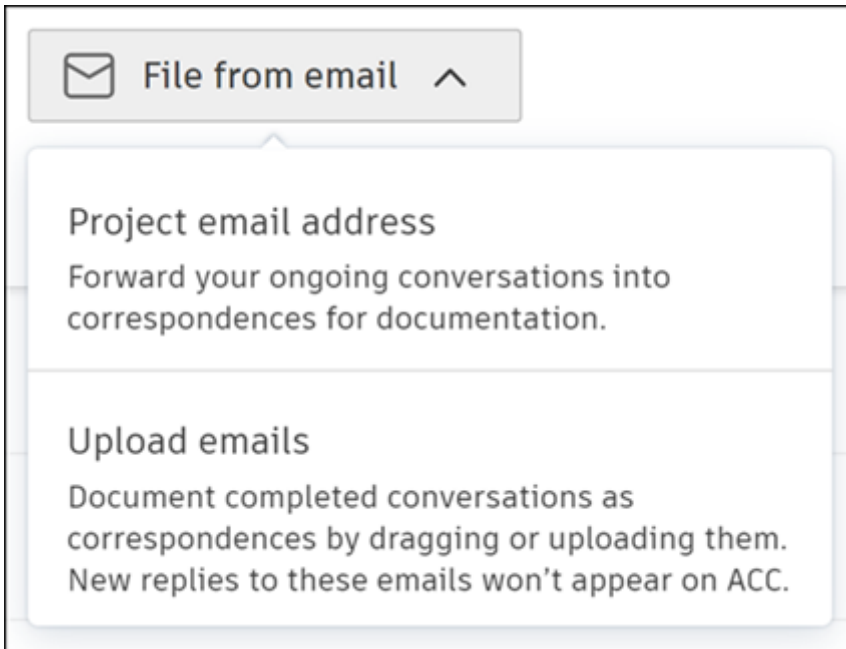
Using the Correspondence Module in Autodesk Construction Cloud (ACC)

Step 1: Locate Your Project

Use the **ACC Project Finder** to locate the project where you want to store correspondence.

Step 2: Choose a Method to Add Correspondence

You can document existing correspondence using one of two methods:



Option A: **Project Email Address**

Best for **ongoing conversations** that need real-time updates in Autodesk® Build.

How to Use:

1. Click **Project Email Address** in the Correspondence tool.
2. Copy the dedicated project email address.
3. In your email client:
 - Add the project email address as a **recipient** (not BCC) in new emails.
 - Keep it as a recipient in all replies to maintain the thread.
4. ACC will automatically update the conversation thread.
5. You'll receive a confirmation notification when the email is stored.

Best Practice:

- **Add as recipient (recommended):** Captures full threads and future replies.

Helpful Tip:

Add the project email address to your contacts for quick access.

Option B: **Upload Emails**

Best for **completed conversations** that no longer require updates.

Important Notes:

- Uploaded emails are static; future replies are **not** automatically captured.
- If the conversation continues:
 - Upload each new message manually, **or**

- Continue the conversation from ACC (replies will come from your ACC project account).
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Step 3: Download Emails from Your Email Client

Before uploading, save emails to your computer as individual files.

Microsoft Outlook Instructions:

1. Open Outlook (desktop or web).
2. Navigate to the folder containing the emails.
3. Select the email or thread you want to save.
4. Go to **File > Save As**.
5. Choose the appropriate format.

<https://wiki.businessaffairs.ufl.edu/link/757#bkmrk-step-1%3A-download-ema>

Generating New Correspondence

Creating and Managing Project Communications in ACC

Use the **Correspondence** tool to make project communications accessible to all project members. It includes rich text editing features for formatting, linking, and organizing content.

Step-by-Step: Creating New Correspondence

Correspondence

ArchiveSettings

CreateFile from emailsearch and filter

ID	Correspondence	From	Recipients	Sent date	Status	Due date
> GCOR-2	Fw: MP09548 - 1628 - East Campus Office 3141 - Electrical and Data	LM Luke Moore	LM PA	Oct 29, 2025	Unspecified	Unspecified
GCOR-3	Where are we going for lunch? Where are we going for lunch? I heard a few folks are going to Mi Apa today.	LM Luke Moore	LM Luke Moore	Oct 29, 2025	Unspecified	Unspecified

1. Open the Correspondence Tool

• Click **Create** to open a new correspondence window.

2. Define the Correspondence Type

• Default type is **General Correspondence (GCOR)**.

3. Add a Subject- **Be sure to include the UF or MP# in the subject of EVERY Email**

4. Select Recipients

• Choose from project members, nonmembers, roles, or companies.

• **Nonmembers** can be added to include external stakeholders.

• Once added, nonmembers are saved at the project level for future use.

Create from memberCreate from nonmember

5. **Tip:**

Project administrators can invite new members directly from this interface. Click **Invite new member to project** and refer to <https://wiki.businessaffairs.ufl.edu/link/758#bkmrk-defining-corresponde>.

6. **Set Privacy Level**

- Default is **Public**.
- Project administrators can change this in **Advanced Settings**.

7. **Compose Your Message**

- Use the **rich text editor** to format content, insert links, and create lists.

8. **Add Attachments**

- Upload files from your computer or select from **Project Files**.

9. **Add References**

- Link relevant project items or documents.

10. **(Optional) Set Status and Due Date**

- Can be updated from the correspondence page or table view.

11. **Click Send**

- Recipients receive an email with the correspondence content and attachments.
 - Replies can be sent directly via email.
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Managing Privacy Settings

You can define correspondence as **Private** to restrict visibility.

To Set an Existing Correspondence as Private:

1. Open the correspondence item.
2. Go to the **General Information** tab.
3. Select the **Private** option.

Notes:

- Only the original sender can change privacy settings.
- External emails filed into the system can also be marked as private.

Managing Correspondence Notifications

When correspondence upload or import succeeds or fails, email notifications are sent to the affected members. Notifications are also sent when a member is mentioned in the Correspondence workflow. These notifications provide greater awareness and visibility around the Correspondence workflow, enabling all members to stay up-to-date on project correspondence.

Project administrators can [customize email notification settings](#) for a project by controlling who receives which notifications. Project members with **Edit** permission or above can [customize their own email notification frequency settings](#) for the tools they have access to. Refer to the table in [Notifications in ACC Tools and Products](#) to access links to tool-specific Help topics.

Notifications Details

This table shows when each participant in the Correspondence workflow receives an email notification.

Workflow Action	Creator	Mentioned user
Emails filing status		
Emails upload status		
Member mentioned in new correspondence		
Role or company mentioned in new correspondence		
Member mentioned in reply		

Workflow Action	Creator	Mentioned user
Role or company mentioned in reply	 Image not found or type unknown	 Image not found or type unknown