Curriculog - How to Send an Email to Individual(s) to Discuss a Proposal:

1. Click on the "Proposals" link
2. Click on the "My Tasks" tab
3. Navigate to the proposal in question
4. Select the "Send Message about Proposal" Icon

5. Find the person(s) that you want to notify about the proposal.
6. Select the "Send Message" icon to add their name to the email "To:" list.
7. Enter details for the email (Subject, Message). By default a link to the proposal will be included with the message.
8. Click "Send Message" button.

The message will go to their UH account (not in Curriculog).