

Communication

- [Message in Job Chat](#)

Message in Job Chat

Summary

This tutorial covers how to use the Job Chat feature in BuilderPal for team communication within projects. It ensures smooth collaboration, quick updates, and document sharing to keep projects progressing efficiently.

Prerequisites

- You must be assigned to an active project in BuilderPal.
- Access the project via <https://app.builderpal.com>.

Steps

1. **Access Job Chat** — Navigate to **Job Chat** in your project menu at <https://app.builderpal.com>.



2. **Choose a chat channel** — Select either the **General** chat for team-wide discussions or message the project owner directly.



3. **Join the conversation** — Project participants must send an initial message to join and start receiving notifications.



4. **Use project owner chat** — The project owner chat provides a direct communication line to the project owner.



5. **Respond and attach documents** — Reply to messages directly from your inbox and add relevant documents to the chat.



Confirmation

Your message or document appears in the chat thread, and joined participants receive a notification.

FAQ

Q: Why am I not getting notifications for Job Chat?

A: You must send an initial message in the chat to join the conversation and enable notifications.

Q: Can I communicate privately with the project owner?

A: Yes, use the dedicated project owner chat for direct, one-on-one messaging.

Q: How do I attach files to a message?

A: While composing or replying to a message, use the attachment option to add documents directly into the chat.

Q: Who can see messages in the General chat?

A: All project participants who have joined the conversation can view and respond to messages in the General chat.

Related Articles

- [Communication Overview](#)
- [Messaging in Actions & Bids](#)
- [Using Mentions and Tags](#)
- [Who Can See My Messages?](#)
- [Manage Your Notifications](#)