View Correspondence Item Permissions

Objective

To view the permissions for a correspondence item in the 'Permissions' tab.

Background

The Correspondence tool introduces the 'Permissions' tab that lets you view you have permission to access a particular correspondence item.

Things to Consider

- **Required User Permission:**
  - 'Read Only'-level permission or higher on the project's Correspondence tool.

Steps

1. Navigate to your project's Correspondence tool.
2. In the List view, locate the correspondence item for which you want to view permissions.
3. Open the correspondence by either clicking the Number or Subject link.
4. Click the Permissions tab to see who has access to the item and what company they belong to.

See Also

[Create a General Correspondence](https://support.procore.com/products/online/user-guide/project-level/correspondence/tutorials/view-correspondence-item-permissions)