


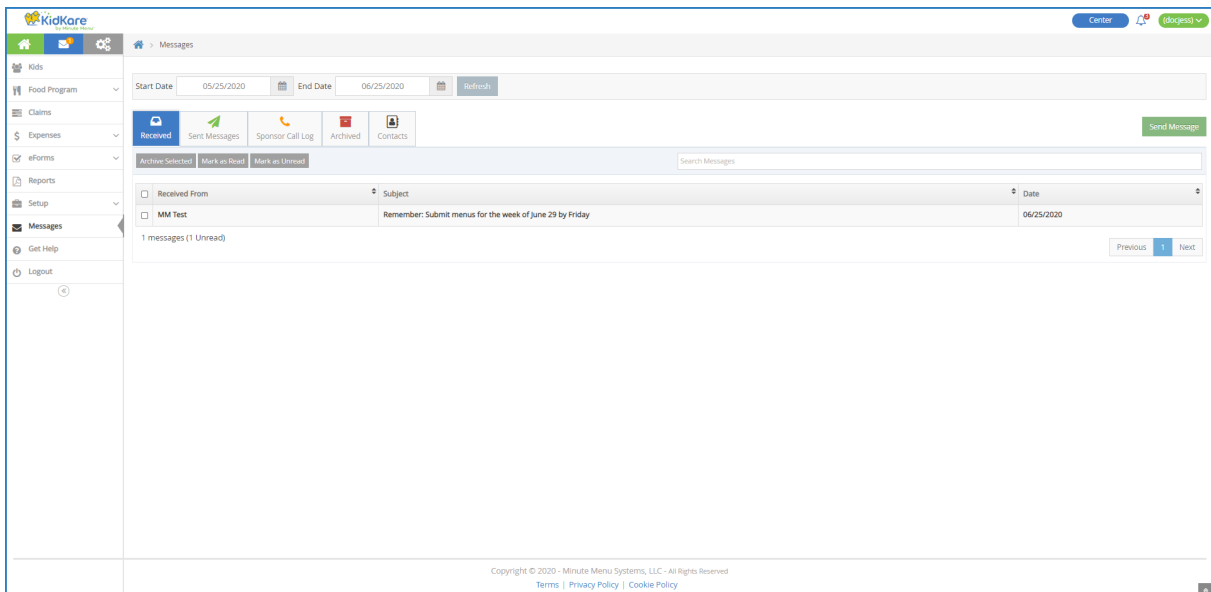
View Received Messages

Last Modified on 06/25/2020 9:01 am CDT

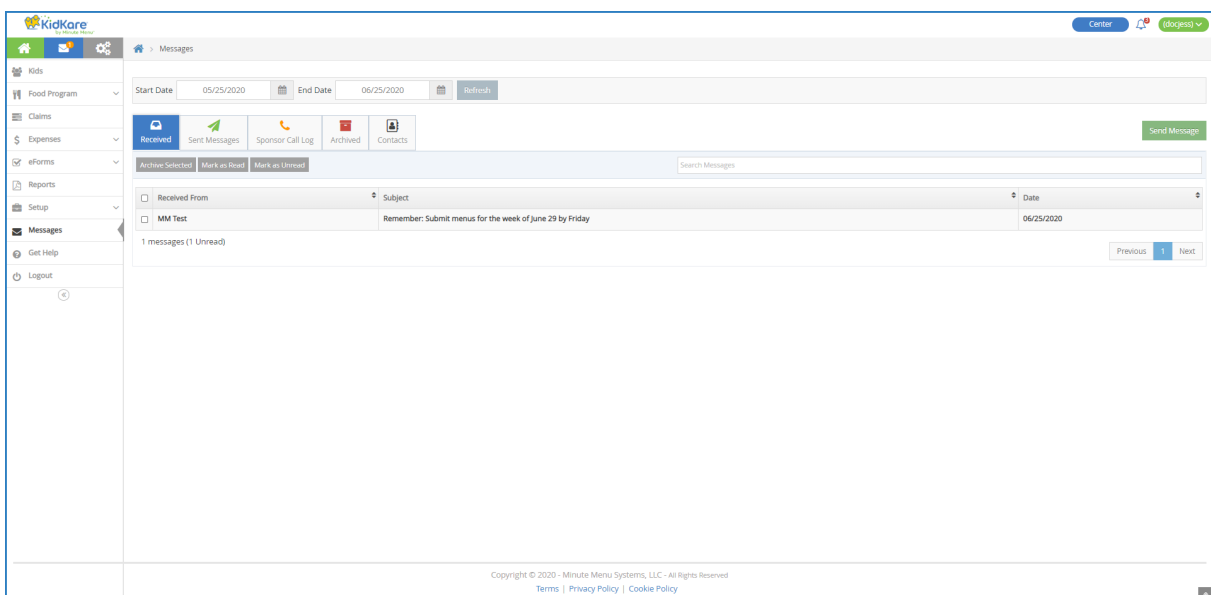
Received messages display in the Received tab on the Messages page. It is divided into the following columns: Received From, Subject, and Date. You can also see the total number of messages, as well as the number that are unread, at the bottom of this page.

Required permissions: You must have the X permission to access and work with the Messages page.

1. Click . The Messages page opens and displays the Received tab by default.



2. Use the **Search Messages** box to filter the messages that display. The message list is updated as you type.
3. Click a message to view the message content.



4. If the sender attached a file, click the file in the Attachments section to view and download it.
5. When finished, click **Back** to return to the Received tab.
6. To mark messages as read/unread:
 - a. Check the box next to the messages to mark as read/unread. You can also check the box at the top

of the column to select all messages.

b. Click **Mark as Read** or **Mark as Unread**.

7. To archive messages:

a. Check the box next to the messages to archive. You can also check the box at the top of the column to select all messages.

b. Click **Archive Selected**. The messages you selected are moved to the Archived tab.