
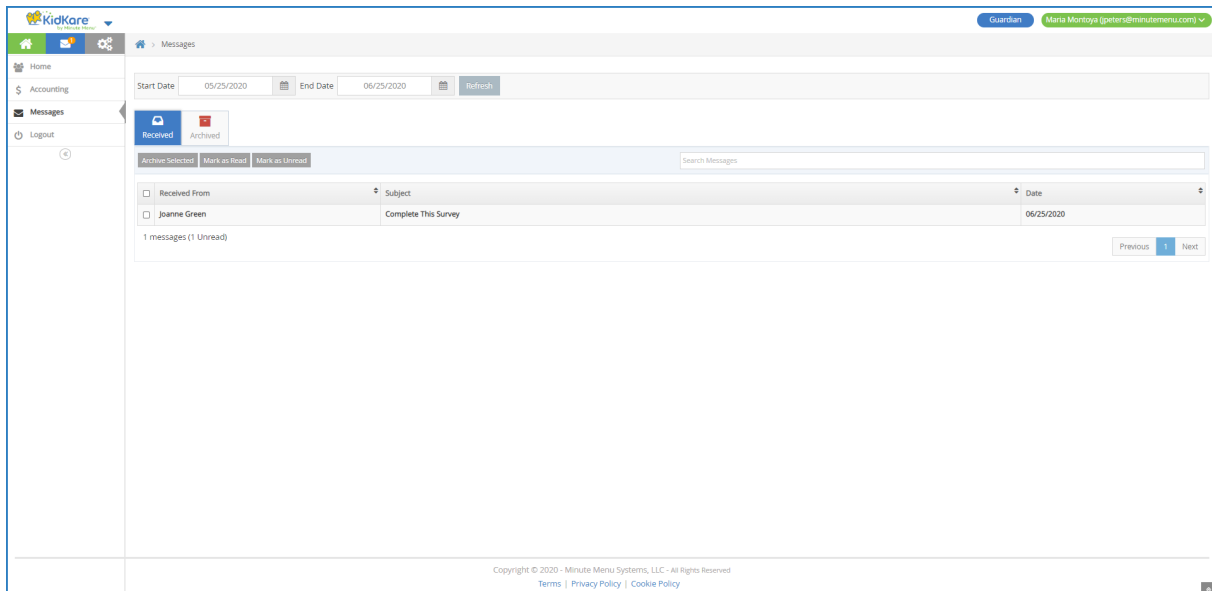


# View Messages

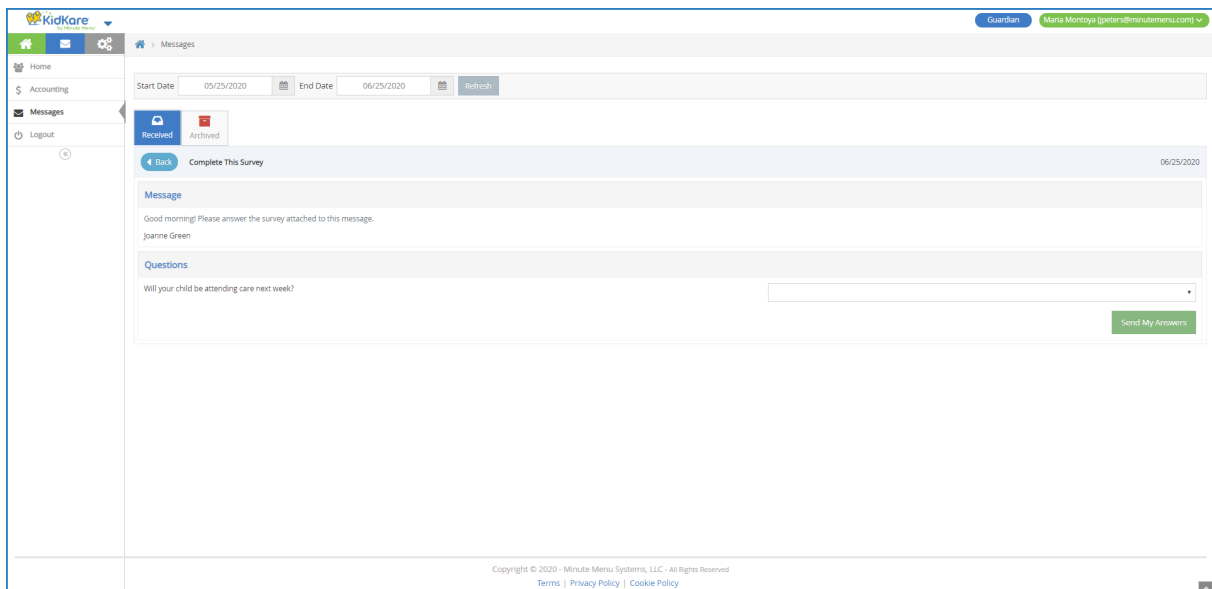
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Received messages display in the Received tab on the Messages page. It is divided into the following columns: Received From, Subject, and Date. You can also see the total number of messages, as well as the number that are unread, at the bottom of this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

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 your child care provider included a survey, respond to the survey questions and click **Send My Answers**.
5. 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.