
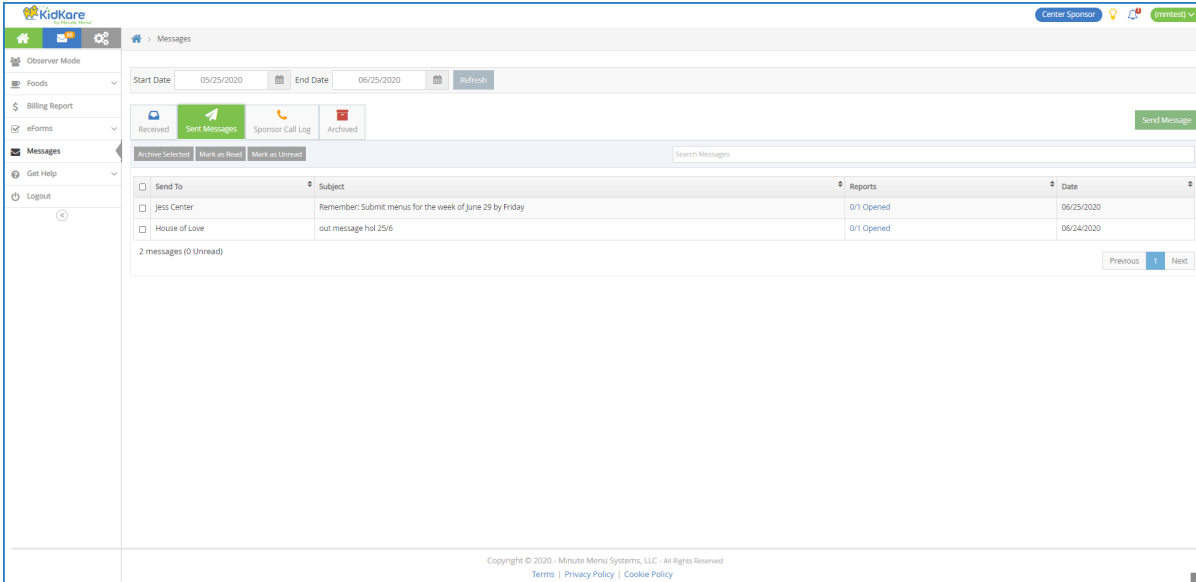


View Messages Sent to Centers from Sponsor

Last Modified on 12/19/2023 11:32 am

You can view messages you have sent in the Sent Messages tab. Like the Received ^{CST} tab, the Sent Messages tab is divided into the following columns: Sent To, Subject, Reports, and Date. The total number of messages and unread reports display at the bottom of the table.

1. Click . The Messages page opens.
2. Click the **Sent Messages** tab.



Send To	Subject	Reports	Date
<input type="checkbox"/> Jess Center	Remember: Submit menus for the week of June 29 by Friday	0/1 Opened	06/25/2020
<input type="checkbox"/> House of Love	out message hol 25/6	0/1 Opened	06/24/2020

3. To mark sent messages as read/unread:
 - a. Check the box next to the message(s). Check the box at the top of the column to select all messages.
 - b. Click **Mark as Read** or **Mark as Unread**.
4. To archive messages:
 - a. Check the box next to the message(s) to archive. Check the box at the top of the column to select all messages.
 - b. Click **Archive Selected**. The messages are moved to the Archived tab.
5. To view message reports, click the link in the **Reports** column. For more information about message reports, see [View Message Reports](#).

Note: You can also send messages from this tab. Click Send Message and select the recipients.