## View Received Messages

Last Modified on 06/25/2020 8:01 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.

1. Click 🔄 . The Messages page opens and displays the Received tab by default. Your messages display in

a table. Unread messages display in bold.

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۲	1 messages (1 Unread)			Previous 1 Next
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2. Click a message to view the message content.

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(4)	As requested, I've attached my menus for next week. Let me know if you have any questions or concerns.				
	Thank you.				
	Hava agreat day' Jesi3 Center				
	Attachments				
	CenterWoodsystem22020-62-78 ppt				
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- 3. If your center has attached a file, click the file name in the Attachments section to view and download it.
- 4. When finished, click the Received tab to return to your received messages list.
- 5. Use the Search Messages box to filter the messages that display. The message list is updated as you type.
- 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.