Manage Your Inbox

You can send important messages to your centers in the Message Center window. For example, you may send out claim or paperwork reminders to a specific center or all centers with your agency. This is where you also receive messaging from Minute Menu CX support. This includes things such as scheduled updates or down time.

1. Click the **Tools** menu and select **Message Center**. The Message Center window opens.
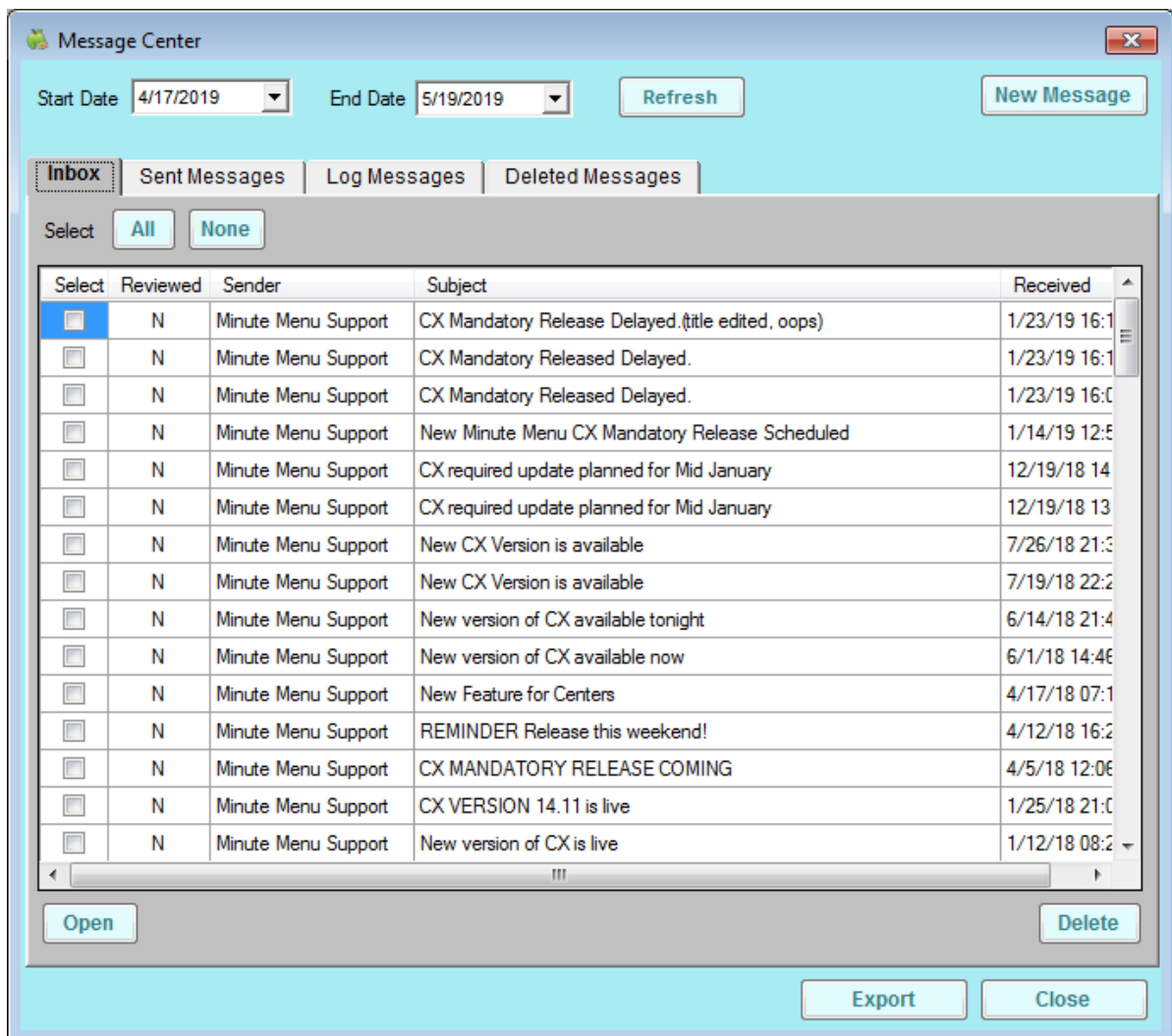
2. Click the **Start Date** and **End Date** boxes and set a date range to view.
3. To read and print messages:
   a. Check the **Select** box next to the message to read/print, and click **Open**. You can also double-click the message. The View Message window opens.
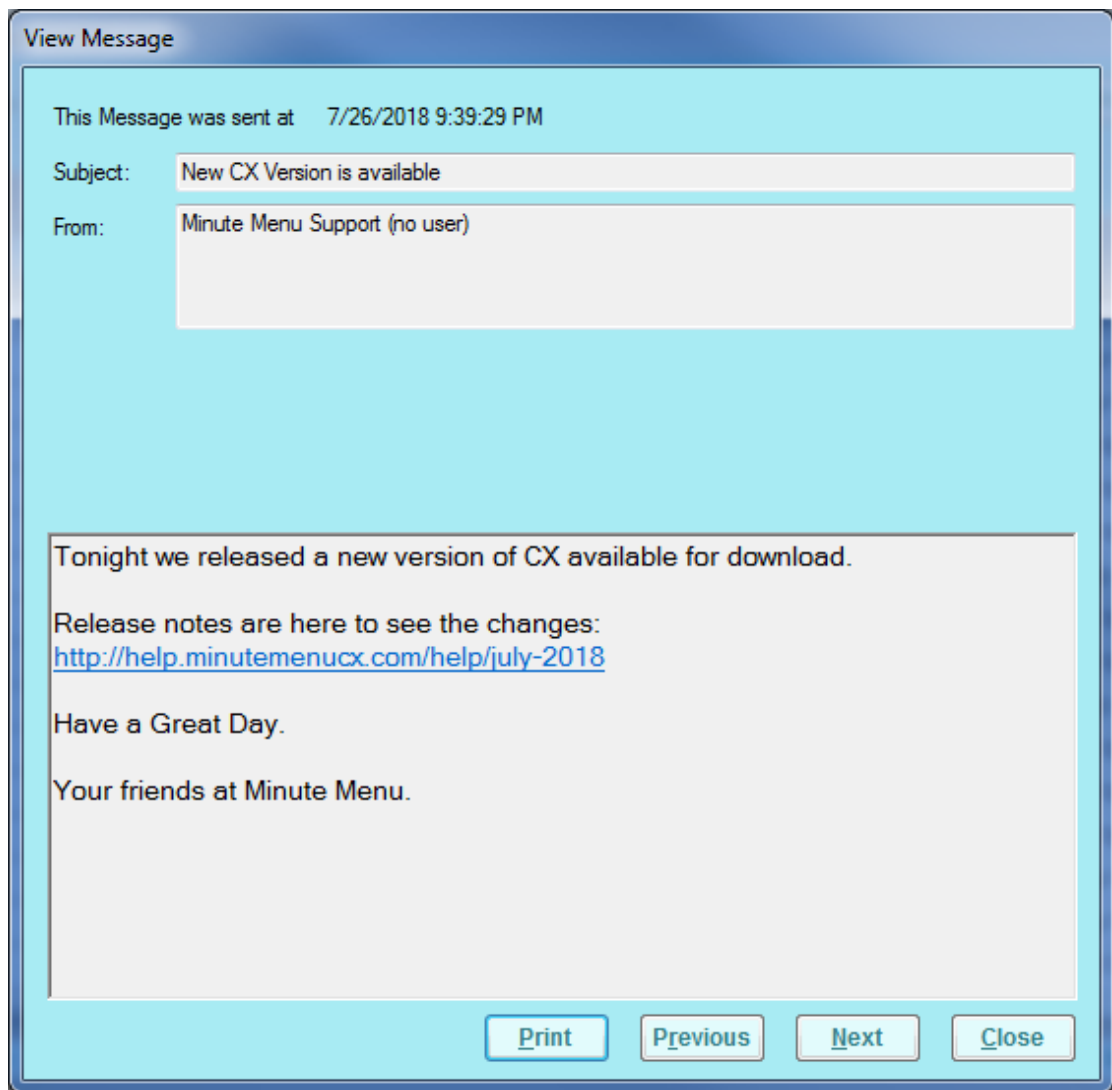
b. To print the message, click **Print**.

c. Click **Previous** or **Next** to navigate through messages.

d. When finished, click **Close** to exit the View Message window.

4. To export messages:

a. Check the **Select** box next to each message to export. You can also click **All** to select all messages.

b. Click **Export**. The messages you select are exported to a spreadsheet file.

5. To delete messages:

a. Check the **Select** box next to each message to delete. You can also click **All** to select all messages.

b. Click **Delete**. The selected messages are deleted.