View Received Messages

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.
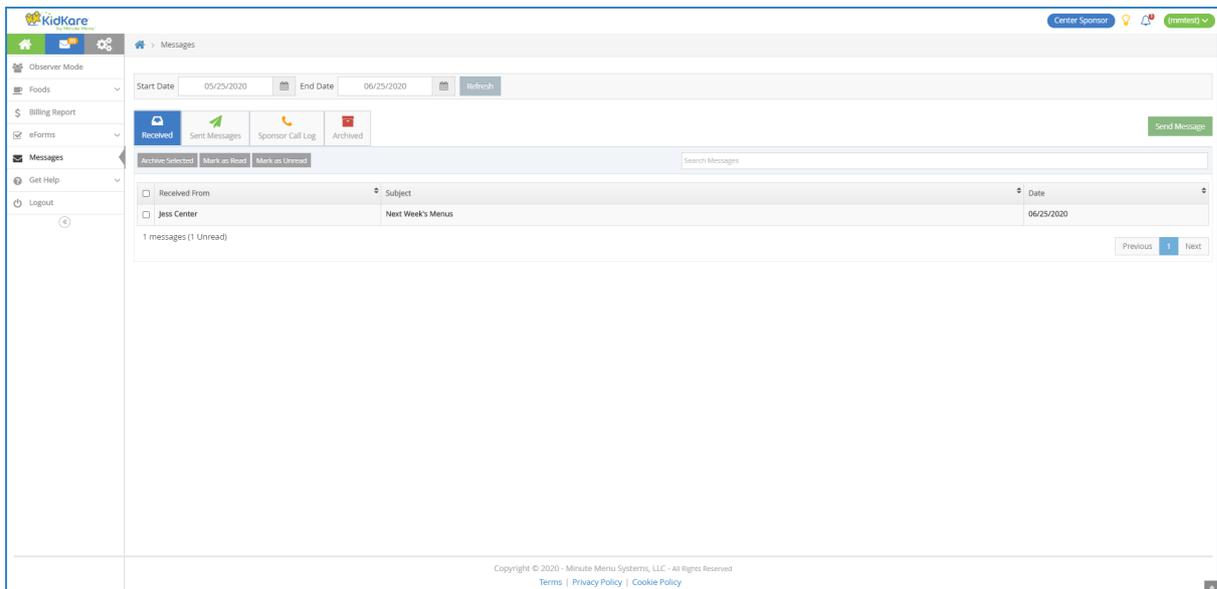
2. Click a message to view the message content.
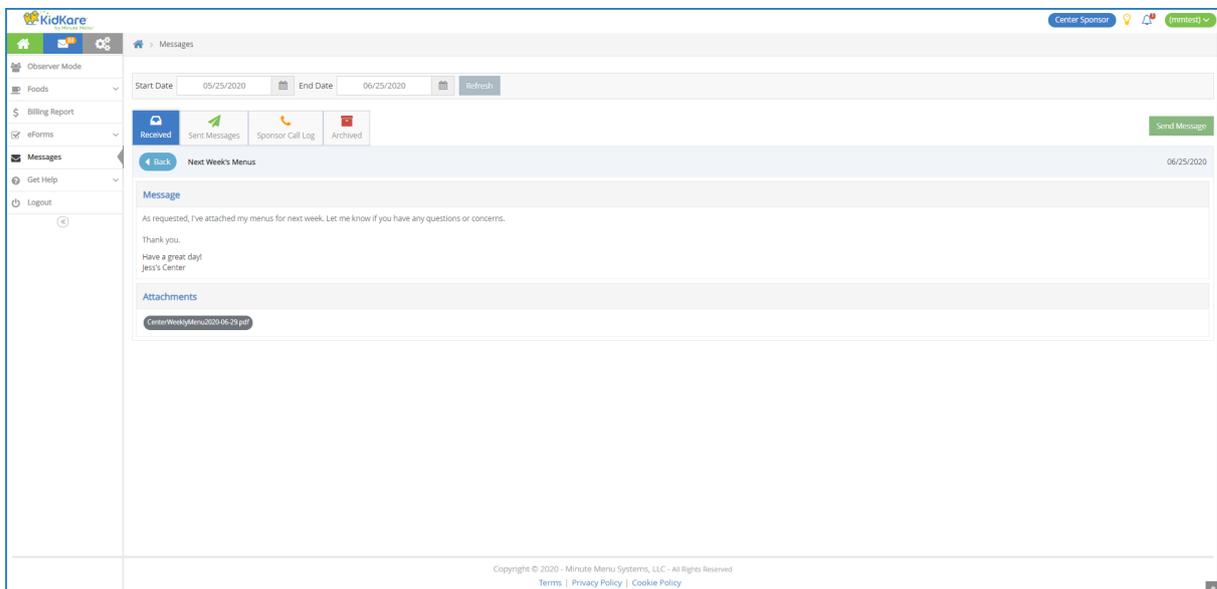
3. If your center has attached a file, click the file name in the **Attachments** section to view and download it.

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.