## **View Sent Messages**

Last Modified on 06/25/2020 7:56 am CDT

You can view messages you have sent in the Sent Messages tab. Like the Received 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.

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🖌 💕 OS	🖀 > Messages					
Observer Mode						
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eForms		or Call Log Archived			Send Messa	
Messages	Archive Selected Mark as Read Mark as	Unread	Search Messages	Search Messages		
Get Help	<ul> <li>Send To</li> </ul>	Subject		Reports	Date	
b Logout	Jess Center	Subject     Remember: Submit menus for the week of June 29 by Friday		0/1 Opened	06/25/2020	
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	2 messages (0 Unread)				Previous 1 Ne	

- 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. For details, see Message Centers in KidKare.