View Sent Messages

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.
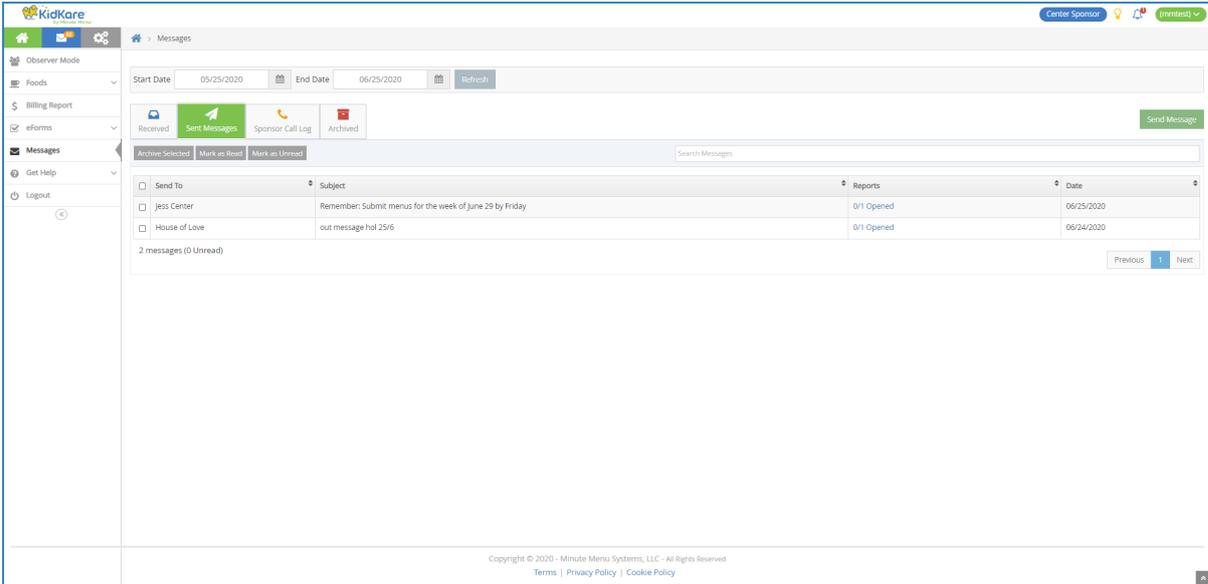
3. To mark sent messages as read/unread:

    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.