

## Messages

**Messages** functions as an inbox, and gathers messages from management and other employees.

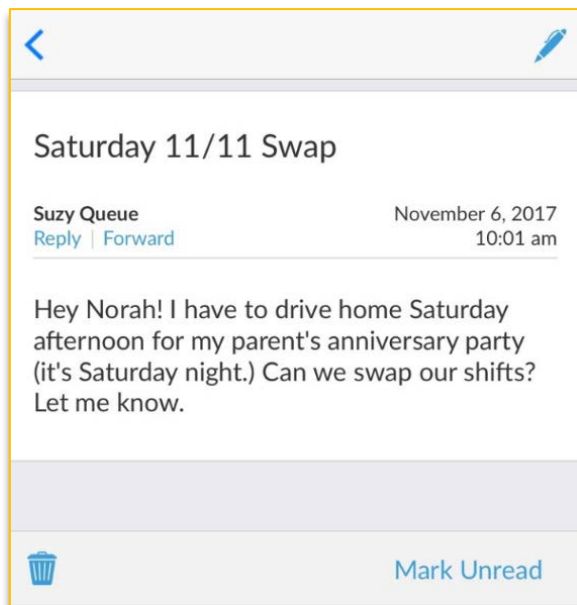
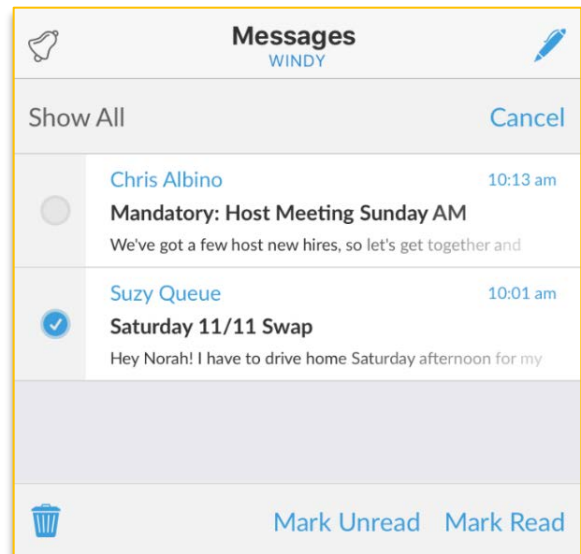
From this page, you can compose and send messages to your management team and other employees. Messages provides an excellent alternative if you or another employee do not wish to make contact information available in the employee [Roster](#).

You can choose your preferred display using the *Show* drop-down at the top of the page. This drop-down allows you to hide read messages.

### Edit a Message

Unread messages show the sender's name and timestamp highlighted in blue. You can delete a message or mark it as read or unread from the inbox page. First select *Edit*, and then select the desired message(s). Last, choose your desired action.

Within a selected message, you can delete or mark a message as unread. You can also reply to the message, or forward the message to another employee.



### Compose a Message

To compose a message, select the **pen icon** in the upper-right corner:

- » **To:** Select a recipient from the drop-down.
- » **Subject:** Include a subject for your message.
- » **Message:** Enter your content of you message.

When finished, select **Send** in the upper-right corner.