

Communication

How to Use Inbox

1. The **Inbox** icon is located on the left side of the page
2. Conversations are listed on left side of the page
3. Use the first dropdown menu to organize conversations
4. Use the second dropdown menu to view unread, sent, and other kinds of messages
5. Select a conversation to view
6. Click the box with the pencil to **compose** a new message
7. The buttons to the right of **compose** allow you to **reply**, **reply all**, **download**, or **delete** a message
8. Click the gear to **mark as unread**, **forward**, or **star** a message
9. Use the search bar to find contacts

