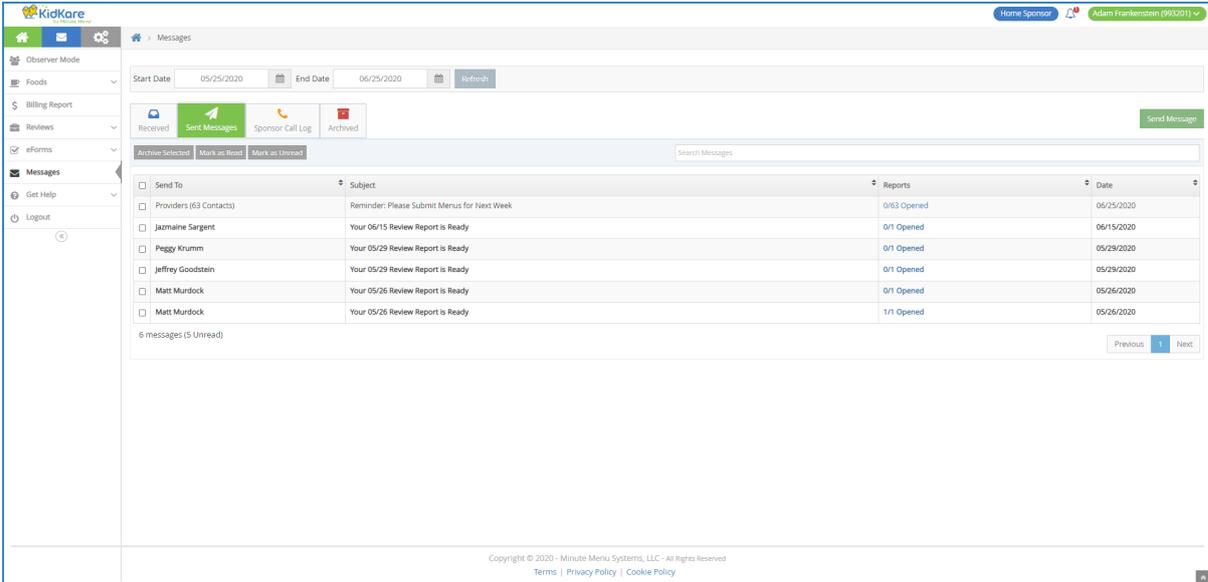


View Sent Messages

Last Modified on 06/25/2020 7:24 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: Send 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.



The screenshot shows the KidKare Messages page. The top navigation bar includes the KidKare logo, a home button, and a user profile for Adam Frankenstein. The main content area is titled 'Messages' and features a search bar and a table of messages. The table has columns for 'Send To', 'Subject', 'Reports', and 'Date'. The messages listed are:

Send To	Subject	Reports	Date
Providers (63 Contacts)	Reminder: Please Submit Menus for Next Week	0/63 Opened	06/25/2020
Jazmaine Sargent	Your 06/15 Review Report is Ready	0/1 Opened	06/15/2020
Peggy Krumm	Your 05/29 Review Report is Ready	0/1 Opened	05/29/2020
Jeffrey Goodstein	Your 05/29 Review Report is Ready	0/1 Opened	05/29/2020
Matt Murdock	Your 05/26 Review Report is Ready	0/1 Opened	05/26/2020
Matt Murdock	Your 05/26 Review Report is Ready	1/1 Opened	05/26/2020

At the bottom of the table, it indicates '6 messages (5 Unread)'. The footer of the page contains copyright information: 'Copyright © 2020 - Minute Menu Systems, LLC - All Rights Reserved' and links to 'Terms', 'Privacy Policy', and 'Cookie Policy'.

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 Providers in KidKare](#).