View Received Messages

Last Modified on 06/25/2020 7:32 am CDT

Received messages display in the Received tab on the Messages page. It is divided into the following columns: Received From, Subject, and Date. You can also see the total number of messages, as well as the number that are unread, at the bottom of this page.

1. Click 🔤 . The Messages page opens and displays the **Received** tab by default. Your messages display in

a table. Unread messages display in bold.

KidKare		Home Sponsor 🖉 Adam Frankenstein (993201) 🗸	
🔏 😒 🔅 👫 > Messages			
Source Mode			
💌 Foods 🗸 Start Date 05/25/2020 🏙 End Date	06/25/2020 🛍 Refresh		
\$ Billing Report		6-111-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	
Reviews V Received Sent Messages Sponsor Call Log Archive	8	Send Message	
eForms Y Archive Selected Mark as Read Mark as Unread	Search Messages		
Messages	0 Publicat	8 p.u. 8	
Get Help Mary Shelley	Weekly Menu for Next Week	06/25/2020	
Logout 1 messages (1 Unread)			
(C)		Previous 1 Next	
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2. Click a message to view the message content.

KidKore by Minute Menu"		Home Sponsor 🔑 (Adam Frankenstein (993201) 🗸		
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🐏 Observer Mode				
■ Foods ~	Start Date 05/25/2020			
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Reviews ~	Received Sent Messages Sponsor Call Log Archived	Send Message		
😪 eForms 🗸 🗸	(Bark) Weekly Menu for Next Week	06/25/2020		
Messages				
😡 Get Help 🗸 🗸	Message			
() Logout	Adam,			
۲	The attached my menu plan for the week of June 29 - July 3, as requested, Let me know it you have any questions or need additional information.			
	inany sou Mary Shelly			
	Sweet Little Daycare			
	Attachments			
	Newsylenetate/Newsilia			
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- 3. If your provider has attached a file, click the file name in the Attachments section to view and download it.
- 4. When finished, click the Received tab to return to your received messages list.
- 5. Use the Search Messages box to filter the messages that display. The message list is updated as you type.
- 6. To mark messages as read/unread:
 - a. Check the box next to the messages to mark as read/unread. You can also check the box at the top of the column to select all messages.
 - b. Click Mark as Read or Mark as Unread.

7. To archive messages:

- a. Check the box next to the messages to archive. You can also check the box at the top of the column to select all messages.
- b. Click Archive Selected. The messages you selected are moved to the Archived tab.