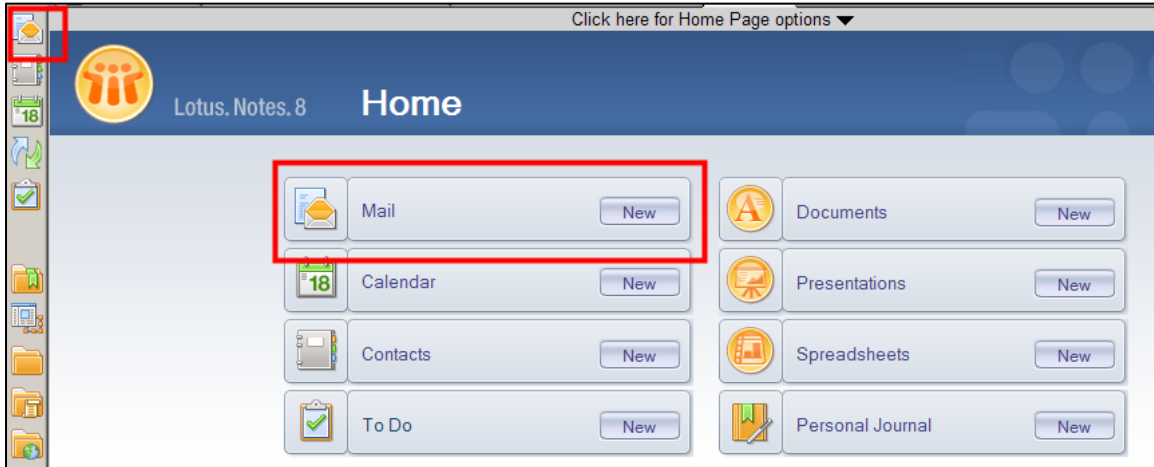


Read Your Messages

Click the **Mail** icon to access your *Inbox*.

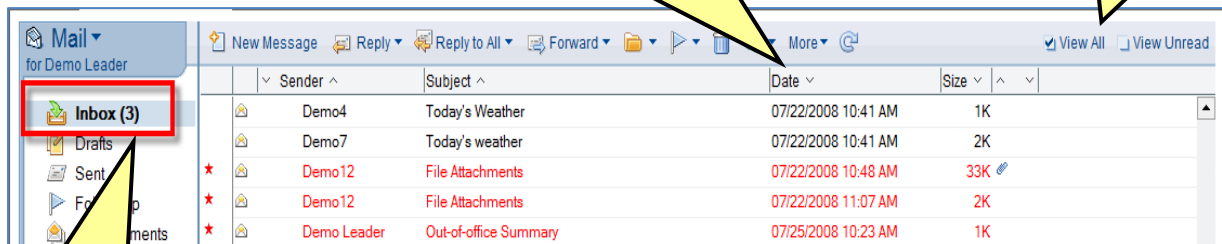


Messages that you receive arrive in your *Inbox*.

By default messages in your *Inbox* are listed in date order with the most recent message at the bottom of the *View Pane* (use the scroll bar to scroll down). If you prefer to bring the current messages to the top, click the **Date** column header to reverse the sort order.

To preserve this sort order go to **File > Preferences > User Preferences**.

Click **View Unread** to display only unread messages. Click **View All** to return to your *Inbox*.

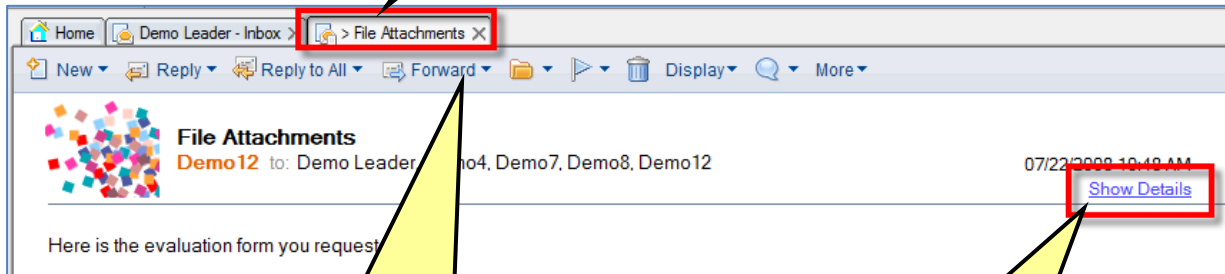


This number next to *Inbox* in the Navigation Pane indicates how many **unread** messages you have in your *Inbox*.

Unread messages are new messages that you haven't opened. They can be easily identified because they have a star next to them and, by default, are red in color.

To open a message, double click it.

When you open a message it opens in a new **window tab**.
To close the message and return to your *Inbox* click the **X** in the window tab button or press **ESC**.



While in the new message, these action buttons provide quick access to your most common **actions**.

To view the To and From details click **Show Details**

Navigate through the Inbox:



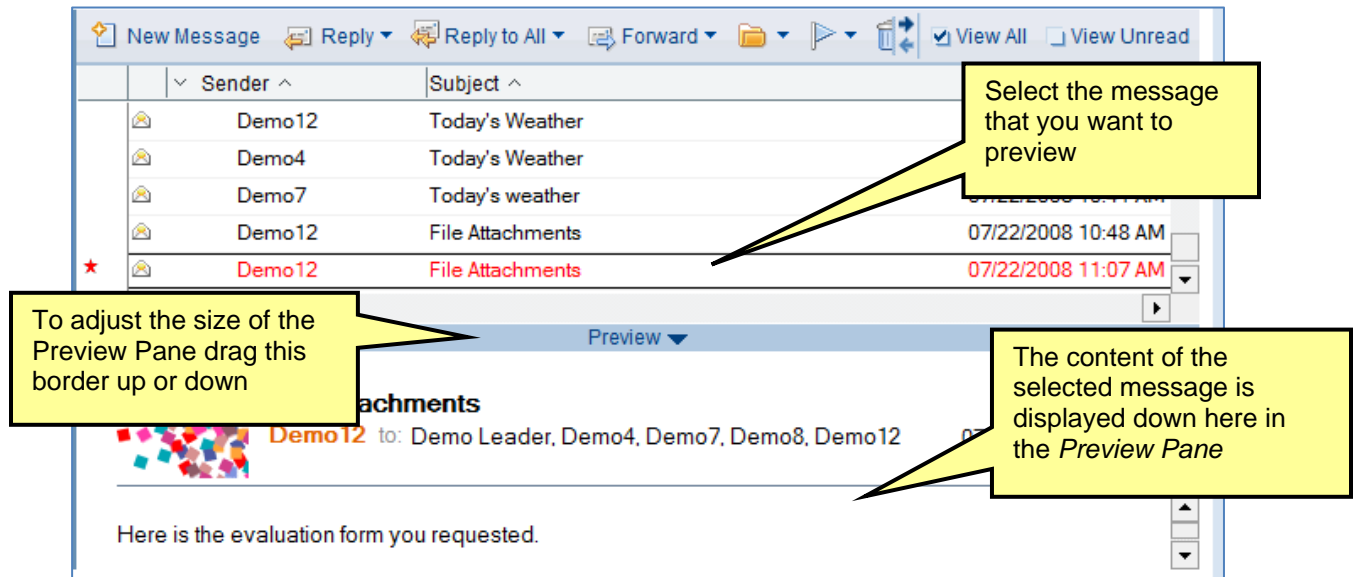
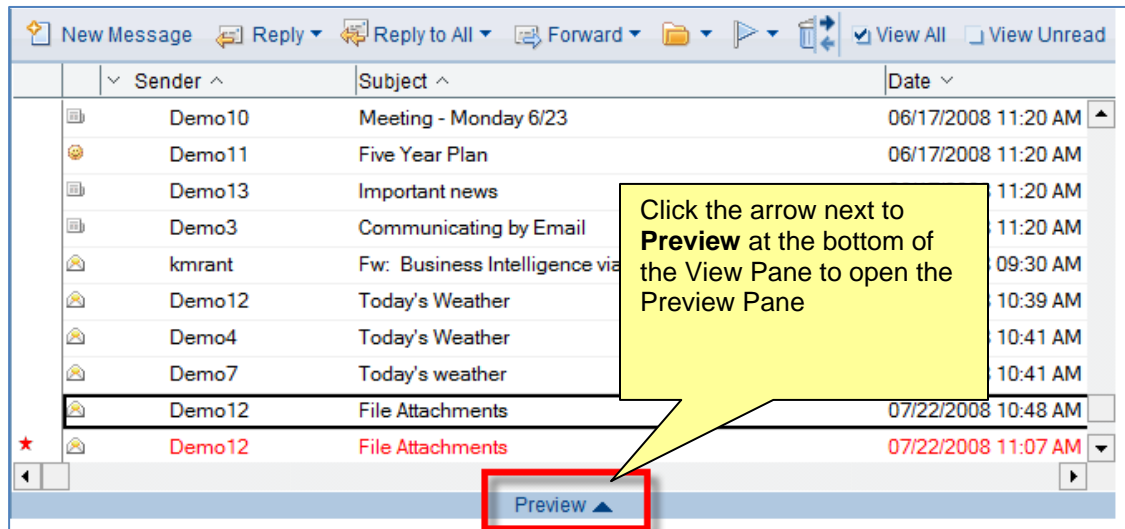
To navigate to the next unread message in your Inbox, click the **Next Unread** button on the toolbar (or press **F4**)



To navigate to the previous unread message, click the **Previous Unread** button on the toolbar (or press **SHIFT+F4**)

Preview your messages

You can preview your messages to quickly identify the ones that are important or need immediate action. When you preview your messages you are not actually opening them, therefore they will still appear as “unread” messages in your *Inbox*.



To close the Preview Pane, click the arrow next to the word **Preview**.

If you want your messages to be marked "read" after you preview them you can select the option "*Mark documents read when opened in Preview Pane*" in **File-Preferences > User Preferences**.