

My Messages Module Help

The My Messages module contains all of your incoming and outgoing messages.

1. Create new message: When you click on this link a new popup message dialog window appears. You have to enter the recipient's name or email address, subject and the message body. Please note all three fields are mandatory. You also have the option to add attachments of any type of files.

2 Received items The received item contains all incoming messages coming from another member. You can click on the link to show the details of the message. You can select all messages and mark them unread or delete them. There is an option to delete each item with the right cross button

3 Sent items This section contains all outgoing messages. The section is almost similar to the received items.

