

» How do I navigate my mailbox? (Coaches & Super Coaches)

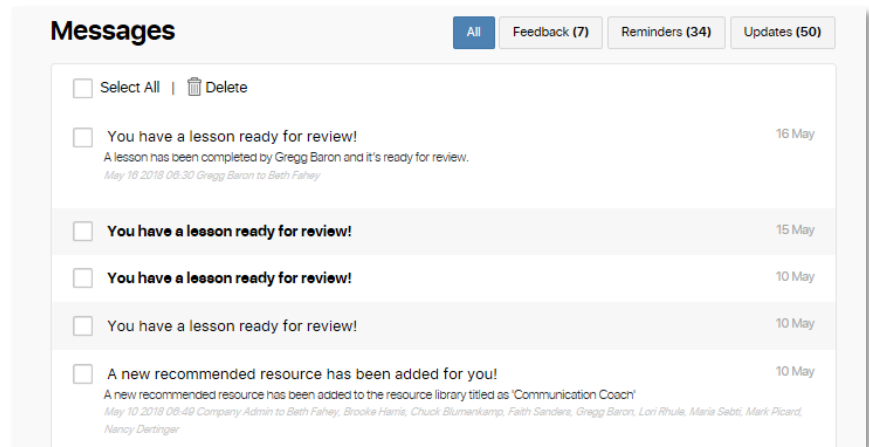
The main Mailbox screen shows you all the messages you have sent and received. Any message in **bold** means you have not opened this message up to read yet.

If you click on the message it opens to show you additional information such as who it went to and what you wrote.

They can also be viewed in three categories by selecting one of the options across the top of the list.

- [Feedback](#) shows you all the messages you have sent to your users after you reviewed a lesson they submitted.
- [Reminders](#) are all messages showing any new resources or lesson plan added for a user.
- [Updates](#) show any lesson that is ready for review. If the message is bold, it means that you have not opened this message yet.

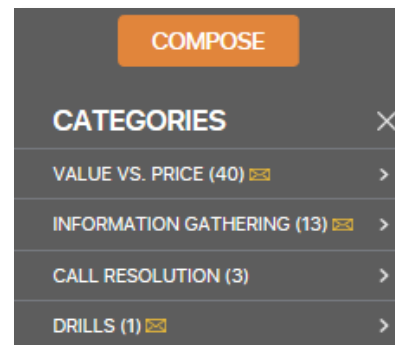
****Browser must be at 100% to enable endless scrolling and to view all messages.**



Composing a Message

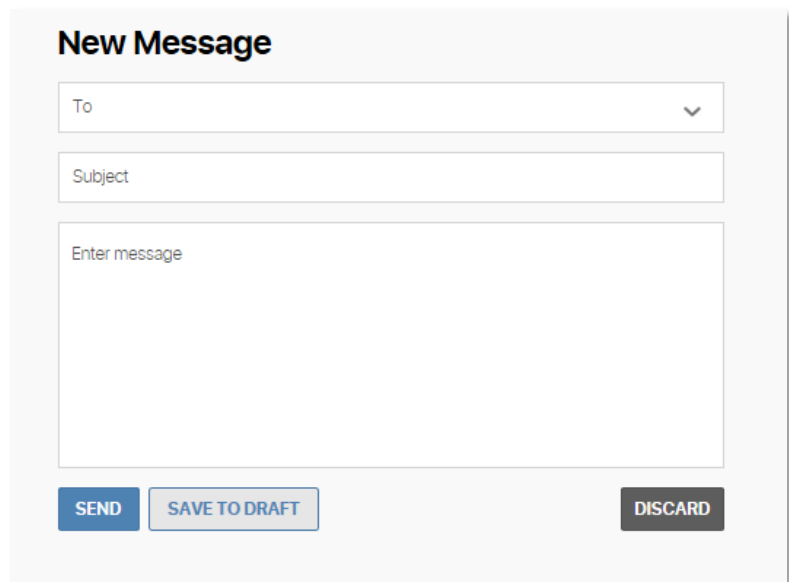
You can compose a new message to any user(s) by clicking on the Compose button at the top of the **Category Tree**.

*The orange letter icons next to the categories indicate unread messages relating to the simulations that they are next to.



Here you can simply send a message to any or all users assigned to you by filling in the fields.

- Start by selecting the user(s) to receive the message from the drop-down box in To
- Add **the Subject** and your message in the appropriate spaces
- Once complete you can **Send**, **Save as a Draft** if you'd like to come back to this later or **Discard** if you decide not to send it
- You can also delete messages by clicking the boxes and then pressing delete
- Users can only respond to messages you send directly to them. They cannot compose new messages.
- Super Coaches can send messages to their assigned coaches and/or their users.
- Users will receive an email notification and a ComCoach Mail message.



On your dashboard, it will show how many unread messages you have in the blue circle. The number goes up for each unread message. When you read messages, the count will go down.

