

How Do I View a Message I Received?

12/04/2024 10:27 am CST

1. If the message you are looking for is one you have not viewed yet, it will show up in your 'Unread Messages' list on the right side of your home page.


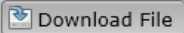

Unread Messages	
Subject	Date
Important Notice Document.rtf	04/16/2012

2. If the message has not been viewed yet and your plan administrator has added it to your ToDo list, you may also access the message by clicking on it in your ToDo list.

ToDo List	
ToDo	Days
Important Notice - Inbox	0
Print and Review	

3. You can also access all the messages you have received by clicking on the Inbox button in the top left side of the page.
4. To view a message in the Inbox, click on the message in the list on the top half of the page.

Inbox		
From	Subject	Date
Your Administrator	Important Notice Document.rtf	04/16/2012

Message Information		
From:	Your Administrator	Sent: 4/16/2012
Subject:	Important Notice	
Attachment:	 Document.rtf (Download)	
This is an important notice regarding your plans.		
 		

5. After selecting a message, you will see its contents in the lower half the page. Here you can also download any attachments by clicking on the filename in the attachment list or by clicking the 'Download File' button at the bottom. You can also reply to this message by clicking the 'Reply' button.

