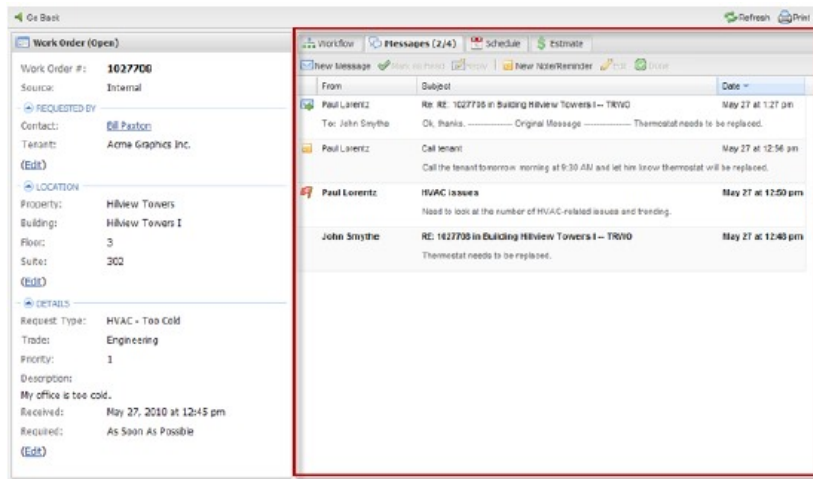






The Messages Tab

The Messages tab, located towards the right of the work order, displays messages related to the work order.



There are four different types of messages which can appear under this tab:

1.  **Incoming Messages:** Messages that are received by email are displayed in this interface. Messages marked in bold are unread. Unread messages also appear in the [Messages list](#).
2.  **Outgoing messages:** Outgoing messages that are sent by email to one or more recipients and are tagged with a icon.
3.  **Reminders:** Reminders are created by Axis Portal administrators, are always displayed in bold, and are not sent to an email recipient. Reminders can be used as a high-priority "to-do" note, which will also appear on the [Messages list](#).
4.  **Notes:** Notes are lower-priority reminders which are only displayed within the Messages tab of the work order they are associated with.