# Messages

### About Messages:

The Messages section displays messages, reminders and notes related to the COI.

Messages (2/4)			
Nev	w 🝷 🛷 Mark as Read 🛛 🕅 R	eply 丨 🔙 New Note/Reminder 🥜 Eo	dit 🙆 Dismiss 🙆 Vi
	From	Subject	Date 🔻
5	Sheila Jackson	Review for non-compliance	Apr 1 at 1:01 pm
7	Sheila Jackson	Review attachment	Apr 1 at 12:56 pm
	pv@amelevator.com	RE: COI Expiry Notification for	Apr 1 at 11:57 am
	Sheila Jackson	COI Expiry Notification for A & M	Apr 1 at 11:55 am

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 <u>Messages list</u>.

### 2. Solution 2.

Outgoing messages that are sent by email to one or more recipients and are tagged with a  $\square$  icon.

## 3. 💐 Reminders

Reminders 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 <u>Messages list</u>.

#### 4. 🗾 Notes

Notes are lower-priority reminders which are only displayed within the Messages tab of the work order they are associated with.