

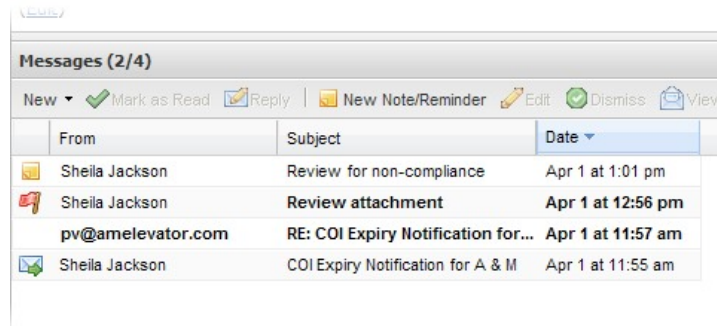








# Messages

## About Messages:

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



	From	Subject	Date
	Sheila Jackson	Review for non-compliance	Apr 1 at 1:01 pm
	Sheila Jackson	<b>Review attachment</b>	<b>Apr 1 at 12:56 pm</b>
	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 [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 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.