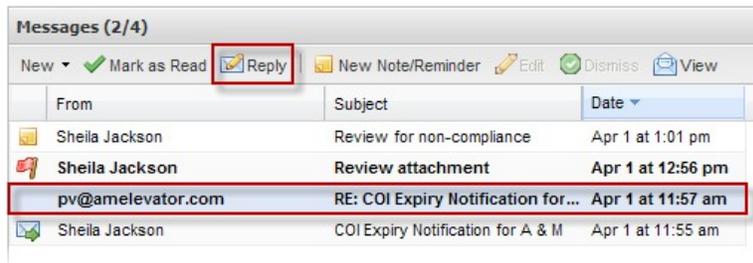


Replying to Messages

Unread received messages are marked in bold in the Messages tab. You can view and respond to read and unread messages, as well as move any received attachments into the COI's Documents section (located under the Policies & Compliance tab).

Replying to Messages:

1. To reply to a message, select the message and click **Reply**.



2. The New Message window opens with a copy of the original message included. Type in your response in the **Message** text area, place a checkmark beside any attachments you wish to include and click **Send**.

