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.

Mes	sages (2/4)		
Nev	v 🔻 🖋 Mark as Read 📝 Reply	y 📔 🐱 New Note/Reminder 🥜 Edit 💿	Dismiss 😫 View
	From	Subject	Date 💌
	Sheila Jackson	Review for non-compliance	Apr 1 at 1:01 pm
9	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

 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.

pv@amelevator.com		
Please separate email addresses with semicolons		
Please separate email addresses with semicolons		
Re: RE: COI Expiry Notification for A & M Elevator Company Inc.		
Thanks! Original Message Thank you for the reminder, here is a copy of the updated COI.	×	
	~	
Insurance.doc		
	Please separate email addresses with semicolons Please separate email addresses with semicolons Re: RE: COI Expiry Notification for A & M Elevator Company Inc. Thankst Thankst Thank you for the reminder, here is a copy of the updated COI. Insurance.doc	