



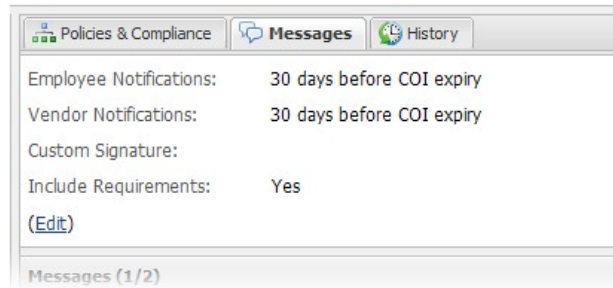


# Messages Tab

## About the Messages Tab:

The messages tab is used to manage incoming and outgoing COI-related messages, notes and reminders. Unread messages, notes and reminders are also displayed in the [Messages List](#).

The messages tab has two main sections: [COI Expiry Notification Settings](#), and [Messages](#).



The screenshot shows a web application interface with three tabs: "Policies & Compliance", "Messages", and "History". The "Messages" tab is active. Below the tabs, there are four settings rows:

Employee Notifications:	30 days before COI expiry
Vendor Notifications:	30 days before COI expiry
Custom Signature:	
Include Requirements:	Yes

Below these settings is a blue "(Edit)" link. At the bottom of the tab, there is a section header "Messages (1/2)".