Directed Communication Quick Tip #DCEQT1
Locating Your Directed Communication Email Messages

Viewing Messages
1. Click the DIRECTED COMMUNICATION tab.

2. Click EMAIL MESSAGES. You will see a list of all email messages currently associated with your login name.
3. Click the Status list drop-down menu to view all messages with a specific status.
4. Choose a message status.
5. Click GO.

Managing Messages
1. To edit or manage a message, select it from the list and click UPDATE/VIEW EMAIL.
2. To copy a message, select it from the list and click COPY EMAIL.
3. To delete a message, select it from the list and click DELETE EMAIL.
4. To update your message list, click on REFRESH LIST.