

Navigating the Workspace Message Center

6 Steps [View most recent version](#) 

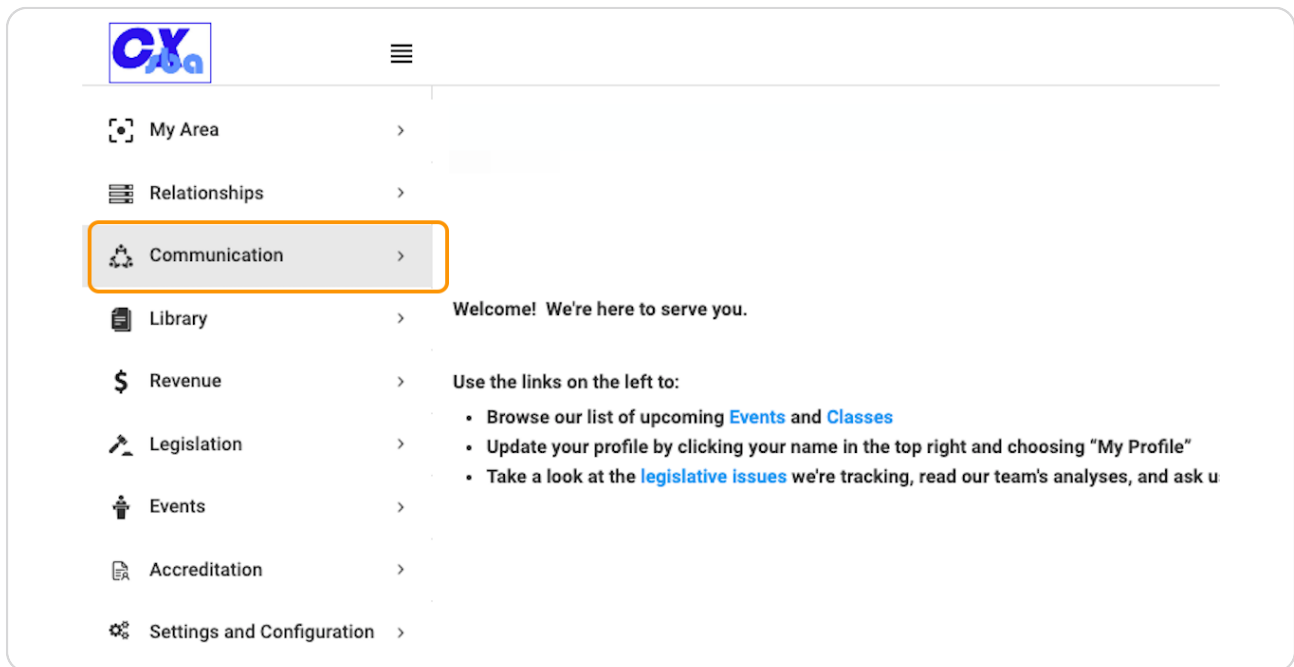
Created by
Engagifii Inc.

Creation Date
November 1, 2023

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November 1, 2023

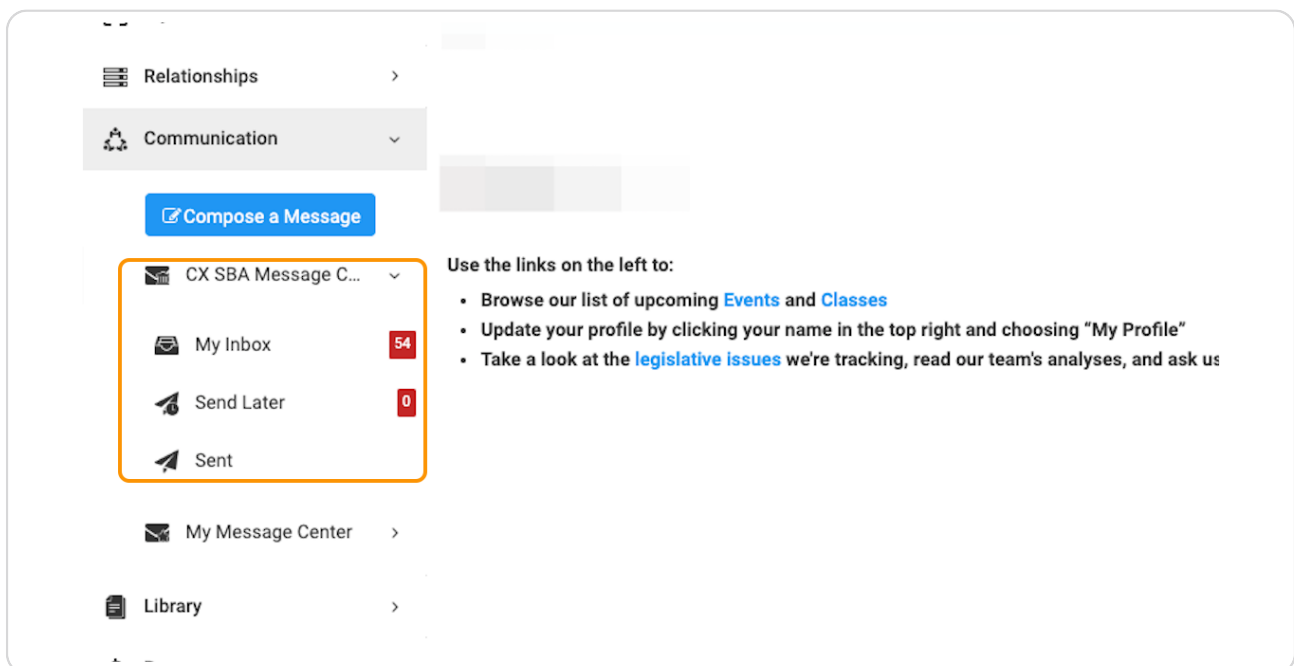
STEP 1

Click on Communication



STEP 2

Click on your Workspace Message Center



STEP 3

Click on My Inbox...

Welcome! We're here to serve you.

Use the links on the left to:

- Browse our list of upcoming [Events](#) and [Classes](#)
- Update your profile by clicking your name in the top right and choosing "My Profile"
- Take a look at the [legislative issues](#) we're tracking, read our team's analyses, and ask u

STEP 4

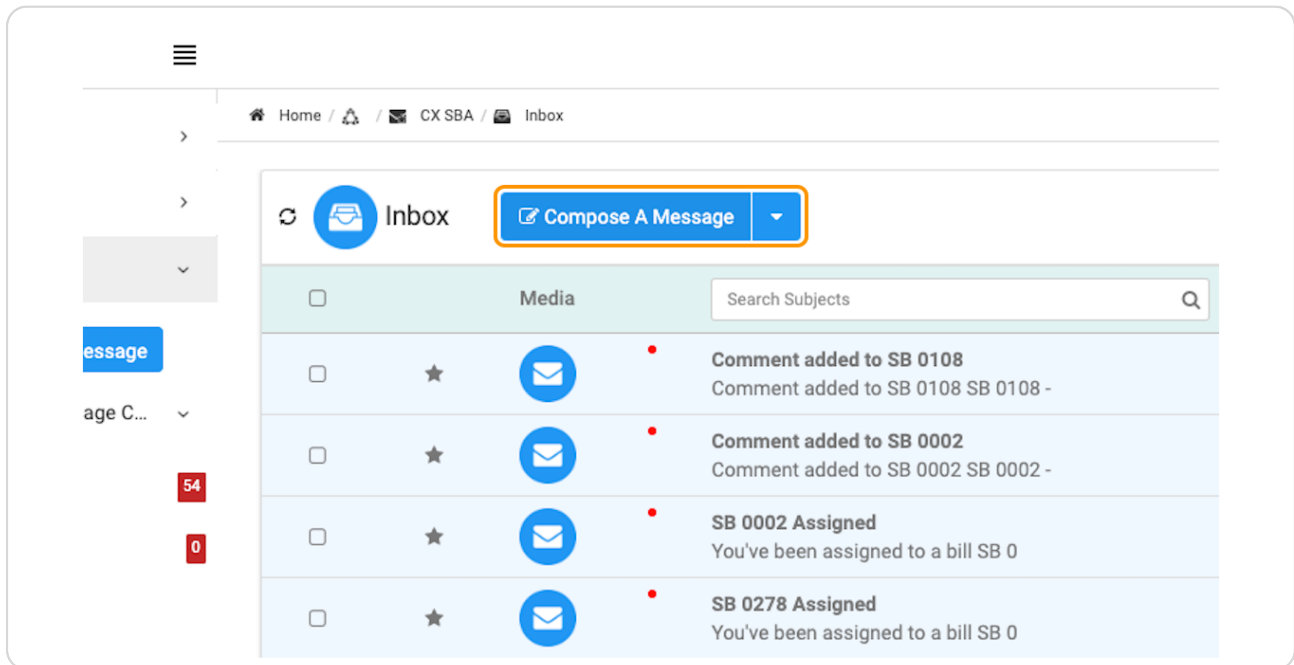
Here you can view all of your messages received

Media	Search Subjects	Received on	Related To	Sent By	Attachments	Tags
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comment added to SB 0108 Comment added to SB 0108 SB 0108 -	Oct 30, 2023 at 7:27 PM		Engagifii		
	Comment added to SB 0002 Comment added to SB 0002 SB 0002 -	Oct 30, 2023 at 1:07 PM		Engagifii		
	SB 0002 Assigned You've been assigned to a bill SB 0	Oct 29, 2023 at 7:34 PM		Engagifii		
	SB 0278 Assigned You've been assigned to a bill SB 0	Oct 29, 2023 at 7:34 PM		Engagifii		
	HB 0152 Assigned You've been assigned to a bill HB 0	Oct 29, 2023 at 7:34 PM		Engagifii		
	SB 0002 Assigned You've been assigned to a bill SB 0	Oct 29, 2023 at 7:34 PM		Engagifii		
	HB 0152 Assigned You've been assigned to a bill HB 0	Oct 29, 2023 at 7:34 PM		Engagifii		
	SB 0278 Assigned You've been assigned to a bill SB 0	Oct 29, 2023 at 7:34 PM		Engagifii		
	Subject Line Message Text	Oct 6, 2023 at 6:03 PM		Crescence Admin		
	Subject Line Email Body Text	Oct 6, 2023 at 5:57 PM		Crescence Admin		

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STEP 5

Click on **Compose A Message** to send an email or workspace message



STEP 6

Click on **Email To Many People...**

