

# Viewing My Message Center

6 Steps [View most recent version](#) 

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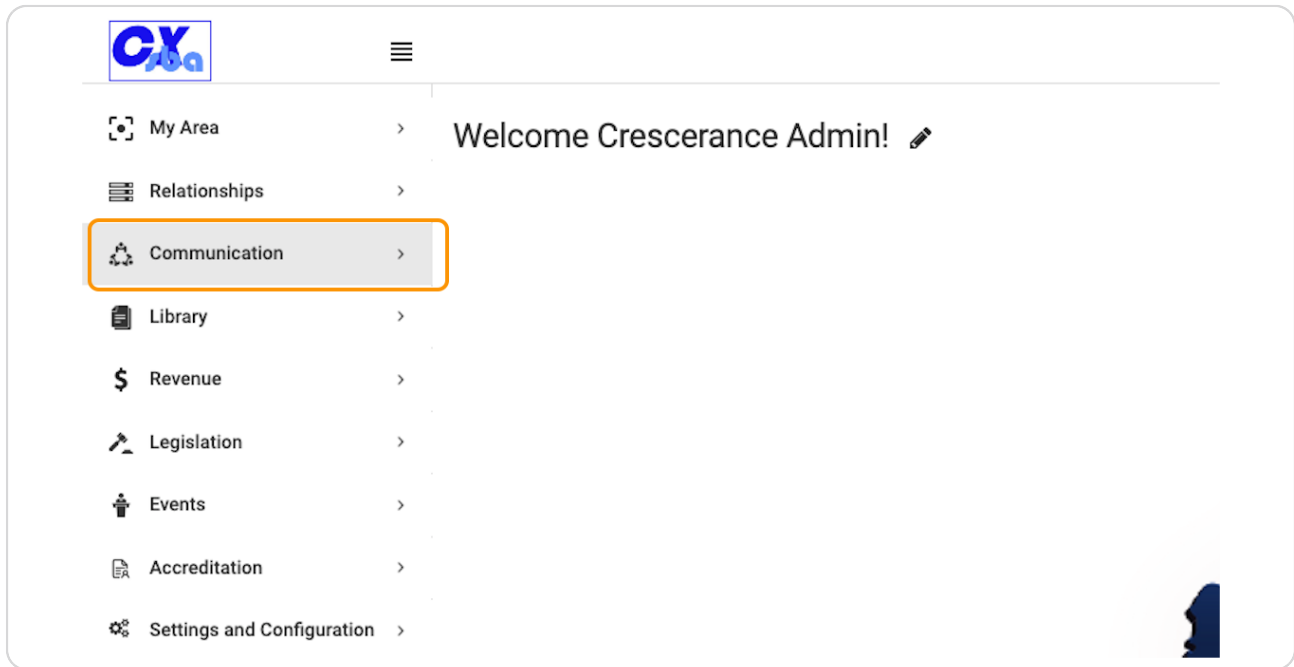
Created by  
Engagifii Inc.

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October 18, 2023

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October 18, 2023

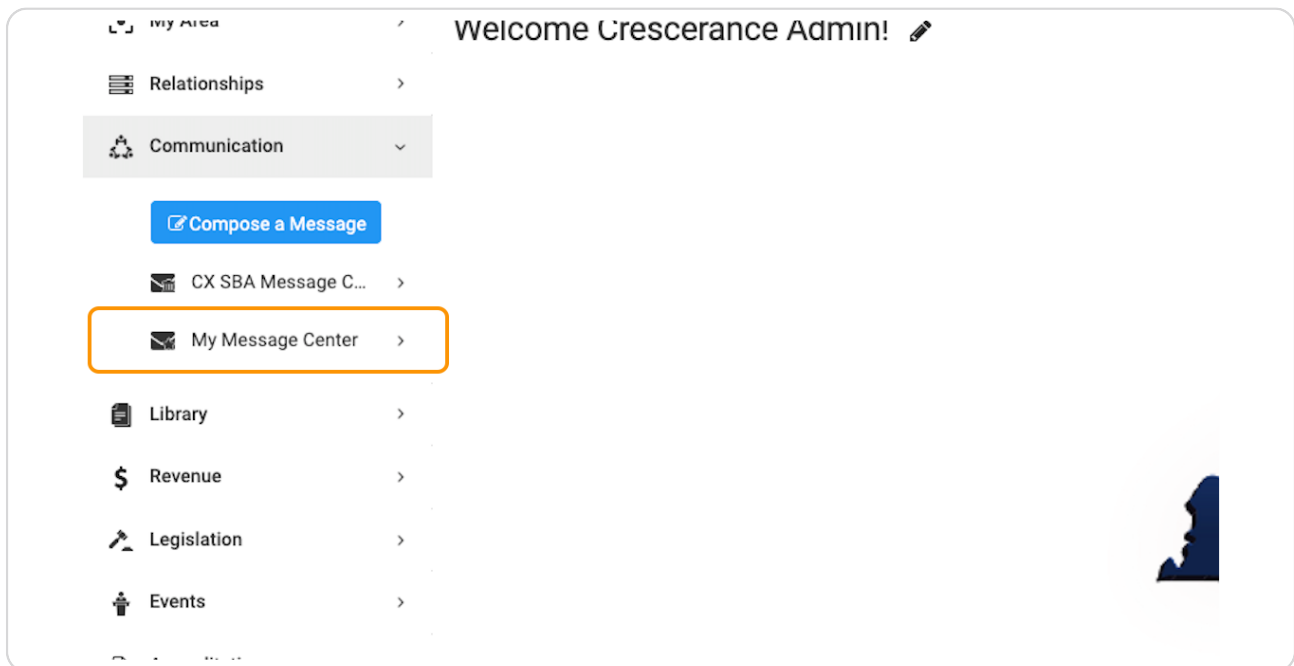
## STEP 1

### Click on Communication



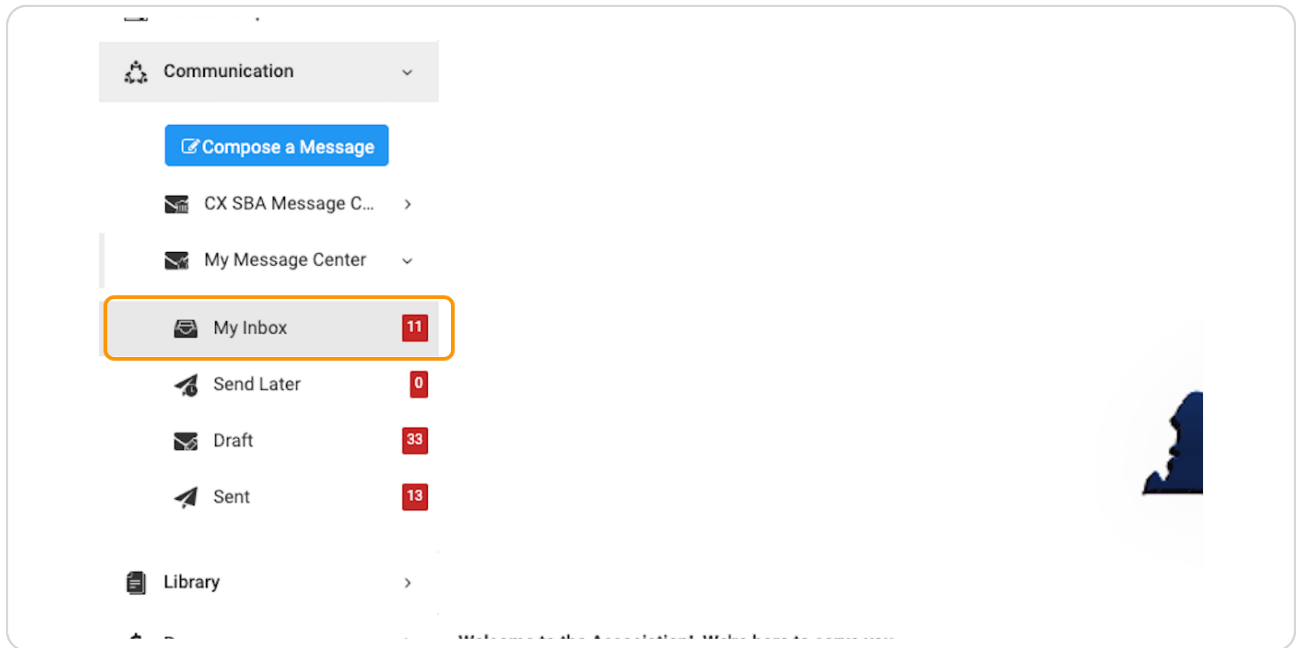
## STEP 2

### Click on My Message Center



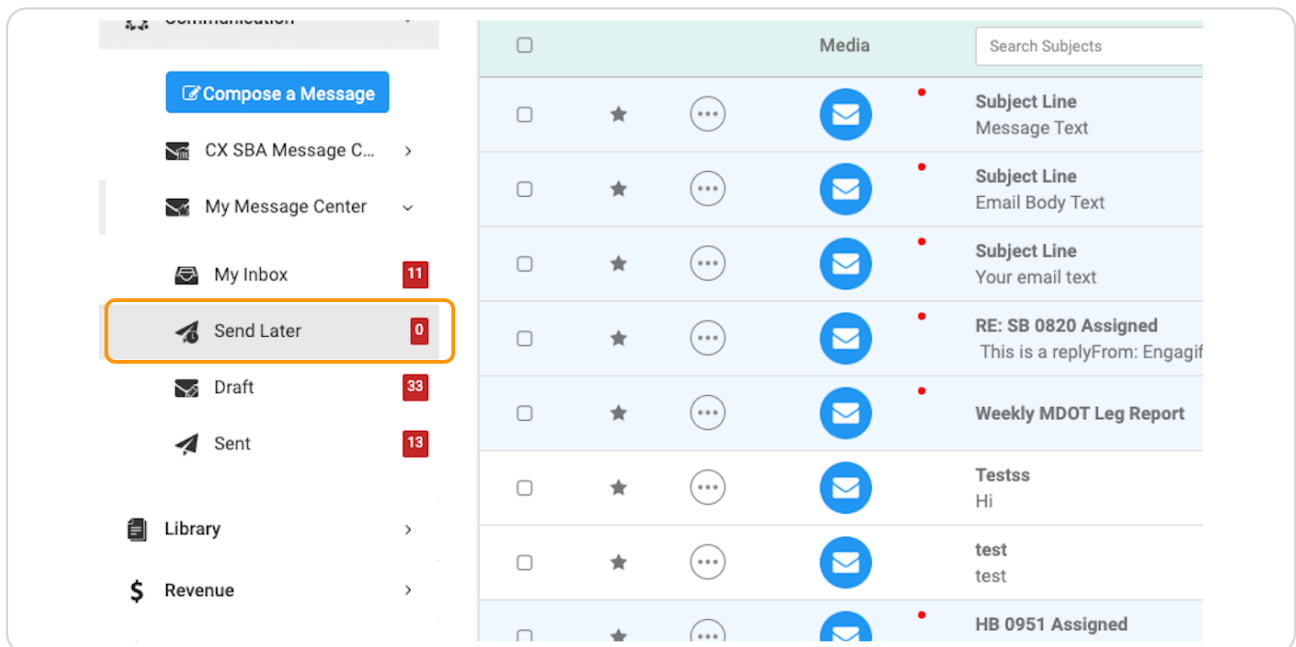
### STEP 3

Click on My Inbox to view Inbox. The number in the red square indicates the number of emails you have in your Inbox.



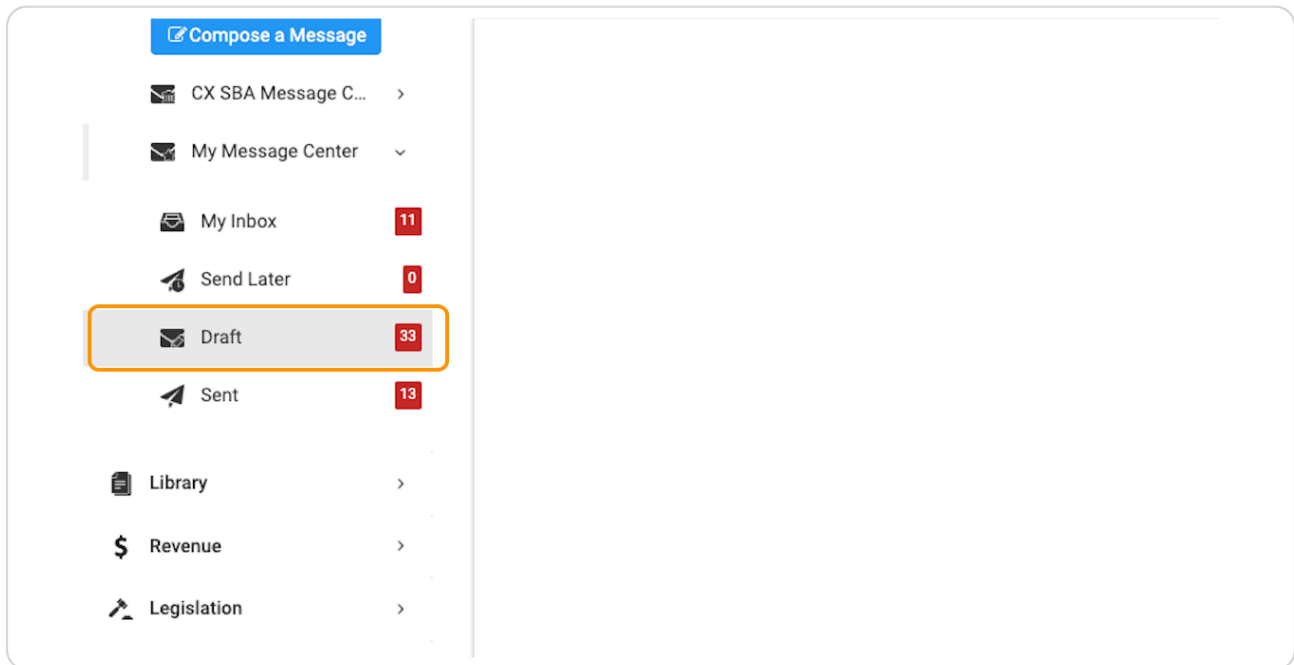
### STEP 4

Click on Send Later to view emails you have set to send at a later date/time.



## STEP 5

Click on Draft to view emails started but not sent.



## STEP 6

Click on Sent to view emails you have sent out.

