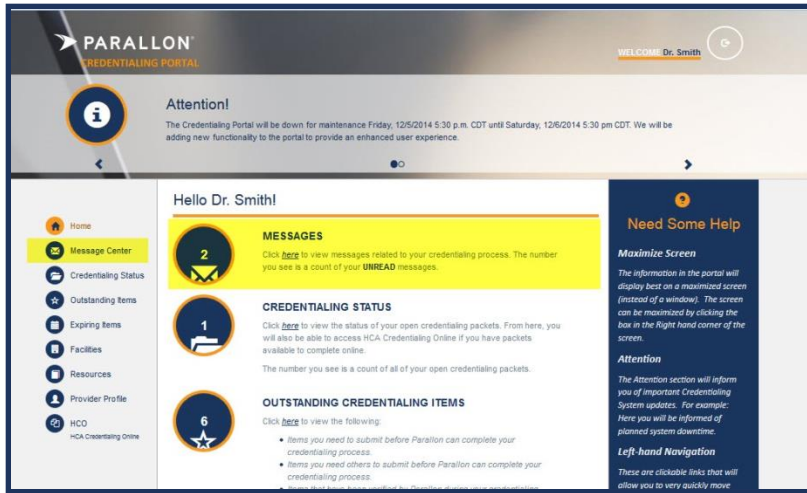


## Message Center

### Ways to Access the Message Center

From the main page, you have multiple ways to access your message center.

1. You can access it from the left navigation by clicking on the envelope icon.
2. You can access from the center navigation by clicking on the **click here link** under the Messages title.
3. You can access from the center navigation by clicking on the large icon showing the number and the envelope.



### The Message Center appears

From this screen you can review all messages in your Inbox, or any messages that were previously archived.

- To select an individual message, you can click on the message.
- To select all the messages, click Select All..
- Once you determine which messages you wish to view, you can either change their status to **Mark As Unread, Mark As Read, Delete, or Archive.**

**Note:** Messages will only be available for 120 days, and then they will be automatically deleted from the Message Center. Once you delete a message it can no longer be accessed.

