Read Your Messages

From the Home page, click the **Mail** icon to access your *Inbox*.

Or, from any view you can click the **Mail** icon on the Bookmark Bar (Basic Configuration) or the docked Open List (Standard Configuration).
Messages that you receive arrive in your **Inbox**.

- **By default** messages in your **Inbox** are listed in date order with the most recent message at the bottom of the **View Pane** (use the scroll bar to scroll down). If you prefer to bring the current messages to the top, click the **Date** column header to reverse the sort order.
- **Unread messages** are new messages that you haven’t opened. They can be easily identified because they have a star next to them. In the Basic Configuration they are red in color and in the Standard Configuration they are Bold and Black.
- To open a message, double click it.

- **Basic Configuration** - Click **View Unread** to display only unread messages. Click **View All** to return to your **Inbox**.

- **Standard Configuration** – Click the **Show** action button and then click **Unread Only**

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**This number next to **Inbox** in the Navigation Pane indicates how many **unread** messages you have in your **Inbox**.**
Navigate through the Inbox:

To navigate to the next unread message in your Inbox, click the **Next Unread** button on the toolbar (or press F4)

To navigate to the previous unread message, click the **Previous Unread** button on the toolbar (or press SHIFT+F4)

When you open a message it opens in a new **window tab**. To close the message and return to your **Inbox** click the X in the window tab or press **ESC**.

While in the new message, these action buttons provide quick access to your most common **actions**.

To view the **To:** and **From:** details click **Show Details**.