






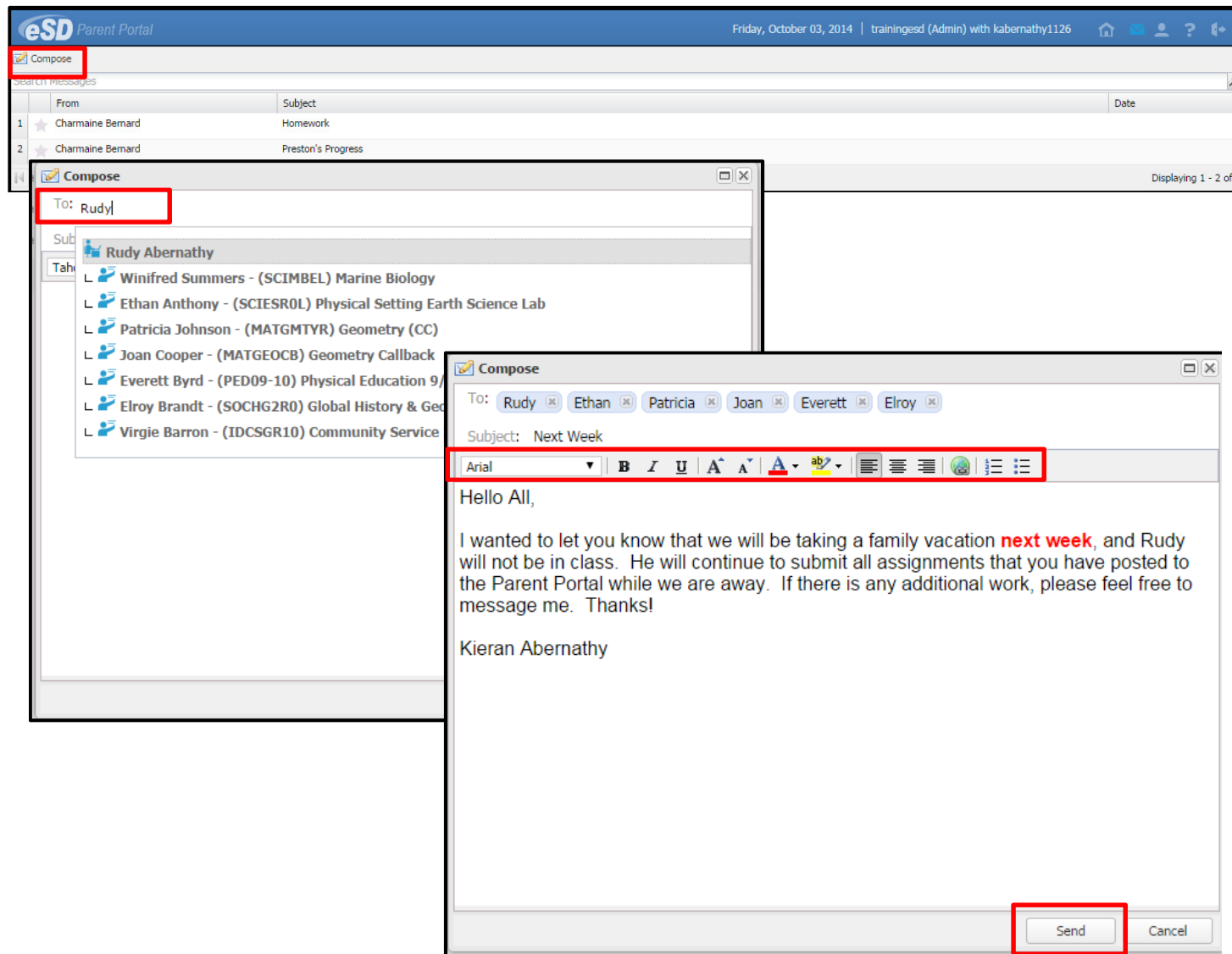
Icons at-a-glance

-  Inbox Icon
-  New Message Icon
-  New Thread Icon
-  Favorite Icon

Viewing Messages

Parent Portal account holders can view messages sent by teachers and students from the Parent Portal home page or each student's profile.

1. From the home page, click the **Inbox icon**  or the **New Message icon**  to access the inbox.
2. Alternatively, click the **New Message icon**  within each student's profile to view a summary of messages. Click **All Messages** to access the inbox.
3. The most recently received messages will be displayed first. The **New Thread icon**  will be displayed for all unread messages.
4. Click on a message to view the thread details.
5. Click the **Favorite icon**  to bookmark a thread.



Composing Messages

Parent Portal account holders can compose new messages and reply to existing threads from the inbox.

1. From the inbox, click **Compose** to open the corresponding window.
2. Type your student's name in to **To** field to display a list of all of their teachers. Select a single recipient, or select multiple recipients to create a group message.
3. Enter a **Subject** and create the message body.
4. Messages can be customized using the **Editor Toolbar**. Users can modify the text, insert a [link](#), or create lists using this tool.
5. When finished, click **Send**.

Icons at-a-glance

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|---|-----------------|---|------------------|
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