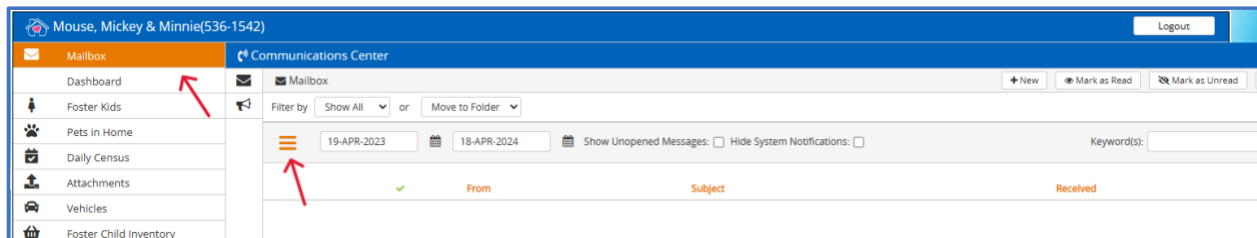
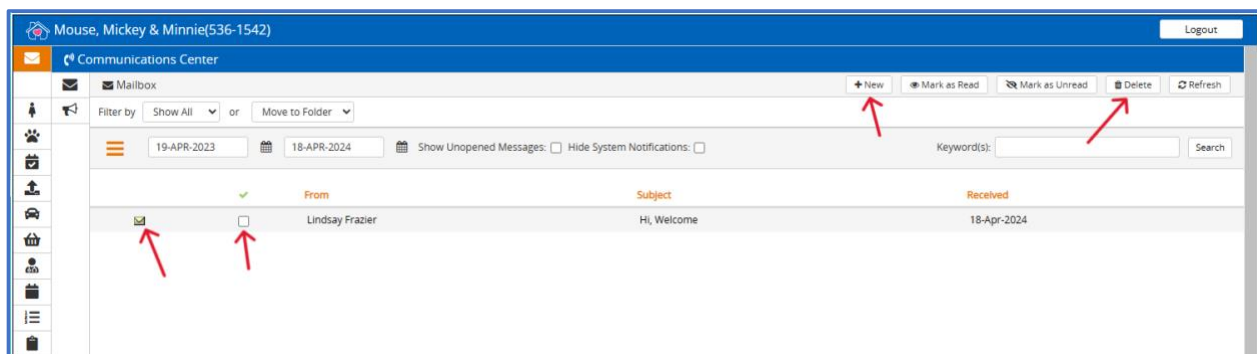


# Understanding your Mailbox

Once logged in, click the **Mailbox** tab in the menu on the left. Here, you can send and receive internal emails. Hovering over the 3 horizontal orange stripes allows you to move to your sent or deleted folders.



Click the envelope icon to open your mail. You can also click the checkbox under the green checkmark to choose one or multiple and delete or move to another folder. Click **New** to start a new message.



Start typing the name of the person you're trying to message, and they should appear under **Recipient**. Click the checkbox to the right to add them. Fill in the **Subject** and the **Message** and then click **Send**. You can also add an attachment with the Attachments tab before you hit send.

Send a Message to Welligent Users (Idle Period:0 Minutes) Send Signature

**Message Details** Attachments

Recipient Name:

User Roles:

Message Group(s):

Recipient	Role	Selected
Frazier,Lindsay	Welligent Administrator	<input checked="" type="checkbox"/>

To:

Subject:

Associated Location:

Associated Program:

Message:

1952 Characters Left

**Message Options**

Message Priority:

Send Welligent Message:

Create Alerts:

Return Receipt Requested:

Send External Email:

Create Reminders:

Clicking the **Announcements** tab in the secondary menu to the left, takes you to the announcements page. Here you can see any announcements sent to either the entire company or to Foster Parents specifically. You also have the ability to print announcements.

Mouse, Mickey & Minnie(536-1542) Logout

**Communications Center**

Mailbox **Announcements**

Subject Keyword(s):

Type:

**Welcome!**

Date Posted: Thursday April 18 2024 at 05:01pm

Hello and Welcome. This is your announcement page.

[Print Announcement](#)