Review Deleted Messages

Last Modified on 05/20/2019 1:18 pm CDT

Every message you delete is added to the Deleted Messages tab in the Message Center window.

- 1. Click the **Tools** menu and select **Message Center**. The Message Center window opens.
- 2. Click the Deleted Messages tab.

💑 Message Center		
Start Date 4/20/2019 The End Date	5/22/2019 • Refresh	New Message
Inbox Sent Messages Log Messages Deleted Messages		
Select All None		
Select Reviewed Sender	Subject	Received
Y MM Test	Reminder: Claims Due	5/17/19 14:34
N MM Test	Reminder: Claims Due	5/17/19 14:34
Open		Delete
		Class
		Close

- 3. Click the Start Date and End Date boxes and set a date range to view.
- 4. Check the **Select** box next to the message to read/print, and click **Open**. You can also double-click the message. The View Message window opens.
- 5. In the View Message window, click **Print** to print the message.
- 6. Click **Previous** or **Next** to navigate through messages.
- 7. When finished, click **Close** to exit the View Message window.