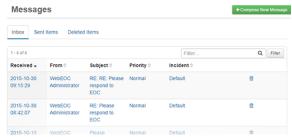# Manage Messages

You can manage the messages you receive or send, sorting them, deleting them, replying to them, and more. Deleting a message moves the message from your **Inbox** to your **Deleted Items** box. Messages cannot be deleted from the *Sent Items* or *Deleted Items* pages. However, you can still view, reply, forward, and print deleted messages.

To sort messages

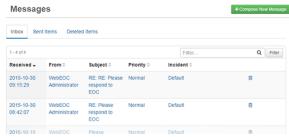1. On the *Messages* page, click the **Inbox**, **Sent Items**, or **Deleted Items** tab.

2. Click the header of the appropriate column.
   Note: *By default, messages are sorted by latest date and time received.*
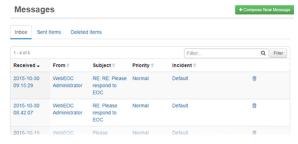
To delete a message from the Inbox

1. On the *Messages* page, click the **Inbox** tab.

2. Click the trash can icon associated with the appropriate message.
3. When the confirmation window opens, click **OK**. The message is moved to the **Deleted Items** tab.

To print a message

1. On the *Messages* page, click the tab containing the message you want to print.

Helpful Links

Juvare.com

Juvare Training Center

Announcements

Community Resources

2. Click the message you want to print. The *Message Detail* page opens.

Message Detail

RE: RE: Please respond to EOC	
From:	WebEOC Administrator
Received:	2015-10-30 09:15:29
To:	WebEOC Administrator
Incident:	Default
Priority:	Normal
Body:	
	-----Original Message-----
	From:WebEOC Administrator

3. Click **Actions**, and then click **Print**.
4. In the *Print* window, choose the printer you want to use. You are automatically returned to the *Message Detail* page.