Manage Messages

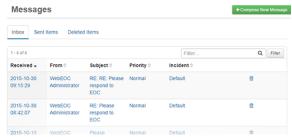
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You can manage the messages you receive or send, sorting them, deleting them, replying to them, and more. Deleting a message moves the message from your **Inbox** to your **Deleted Items** box. Messages cannot be deleted from the *Sent Items* or *Deleted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

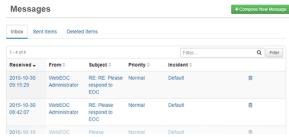


2. Click the header of the appropriate column.

Note: By default, messages are sorted by latest date and time received.

To delete a message from the Inbox

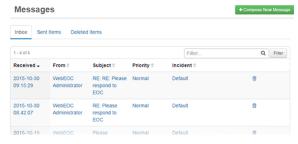
1. On the Messages page, click the Inbox tab.



- 2. Click the trash can icon associated with the appropriate message.
- 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.





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
То:	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 *M* essage *Detail* page.