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Messages

The Messages page allows you to view your messages. Messages about job applications, the application process, and questions asked or answered are available on this page. Unread messages are displayed by default. Your messages can be sorted at any time by clicking on a column's heading. You can also view and search your messages using the Search field. Your messages are also accessible from the Messages panel on your dashboard.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

View and respond to messages

Your inbox displays all of your messages including sent responses and answered questions. Your inbox opens displaying all of your unread messages by default. Using your inbox is much like using an email program.

Column	Description
View	Read all posts within a message thread. View appears in red font for messages marked read.
Position Name	Displays the position that is the thread's topic.
Original Poster	Displays the original sender's name.
Message	Displays the message.
Date & Time Stamp	Displays the message's timestamp.
Responses	Displays the number of individual messages (posts) that comprise a message thread.

Using your inbox

Use the drop-down record menu under **Inbox** to select the number of messages to display.

Field	Description
Unread	View all of your unread messages.
All	View read and unread messages. The **View** button on read messages are gray while unread messages have a green **View** button.
Muted	View muted messages.

Message Thread

Click **View** to open the message thread.

The Message Thread page is displayed. The subject of the message, timestamp, sender name, and message is displayed.

On the left, you have the following options:

Field	Description
Return	Return to the Messages page.
Reply	Reply to the message.
Mute	Click **X** to mark the message and all threads as muted. Muted messages are messages that you no longer wish to receive notifications on. Rather than deleting a message, CareerPortal allows you to mute it.
Read	Click **X** to mark the message as read. Click ✔ to mark a message as unread. Read messages can be viewed under **All** on the Messages page.

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