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Messages

The Messages page allows you to view your messages to and from employers. 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 Job 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 from both you and an employer. Your inbox opens displaying all of your unread messages by default. Using your inbox is much like using an email program.

Column	Description
Message	Displays the entire message.
Position Name	Displays the position that is the thread's topic.
Last Name	Displays the sender's last name.
Date & Time	Displays the message's timestamp.
Post Count	Displays the number of individual messages (posts) that comprise a message thread.

Using your inbox

- Use the drop-down menu under **Inbox** to select the number of message threads to display.

Field	Description
View	Read all posts within a message thread. View appears in red font for messages marked read.
Reply	Reply to the message.
Unread	View all of your unread messages. The number of unread messages is displayed in parentheses.
All	View all messages.

Read messages

Messages are not automatically marked as read. You must manually mark the message status.

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

Field	Description
Read	Click **X** to mark the message as read. Click ✔ to mark a message as unread.
Return to Inbox	Return to your inbox.

Field	Description
All	View all of your read messages.

Mute messages

Muted messages are messages that you no longer wish to receive notifications on. Rather than deleting a message, CareerPortal allows you to mute it. Like read messages, muted messages must be manually marked as muted.

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

Field	Description
Mute	Click **X** to mark the message as muted. Click ✔ to unmute the message.
Return to Inbox	Return to your inbox.
Muted	View your muted messages.

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