

## Private Messages - Read

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### How to Access

Navigate to the Private Messaging screen and click the subject of the desired message.

### Description

This screen allows you to view, reply to, and delete a Private Message.

### Screenshot

### Details

- From. The sender of the message.
- Posted. The date and time the message was sent.
- Subject. The subject of the message.
- Message. The body of the message.

### Toolbar

At the top right you will see the toolbar:

- Reply. Reply to this message. Read more about this in the Write Private Message screen
- Delete. Delete this message.
- Cancel. Go back to the main screen of the Manager, without saving the modifications you made.
- Help. Opens this Help Screen.

## Quick Tips

- Private Messages can only be received by Users who are members of the "Super Administrator" group.

## Related Information

- To write Private Messages: [Write Private Message](#)