

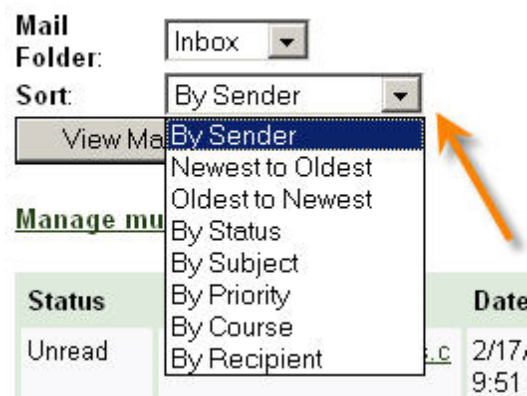
Educator E-mail - Accessing your Inbox

The **E-Mail** navigation link will take you to the Inbox of your Educator e-mail account where you may open and read mail. You will also see a list of sublinks with individual functions for each of those links.

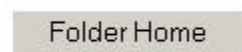
- The **Inbox** sublink returns to the list of current messages from any other sublink.
- To open a message click on the **Subject** name. In the example below, you would click on 'New Announcement Ed'.

Unread	training instructor	12/10/04 1:19 PM	New Announcement Ed
Unread	training instructor	12/10/04 1:19 PM	New Announcement Ed
Unread	training instructor	12/10/04 1:23 PM	New Announcement Ed

- To **'Sort'** your Inbox, click on the dropdown that you see above your Inbox. You can sort your messages on 'Status', 'Subject', 'Priority', 'Course', 'Sender' and 'Recipient'.



- To exit a message and return to the Inbox, click on the **'Folder Home'** button.



- You also have the option to jump to a different section within Educator from your Inbox. If you click on the **'Navigation'** dropdown at the bottom of your screen, you will see a list of Educator sections that you can navigate to.

