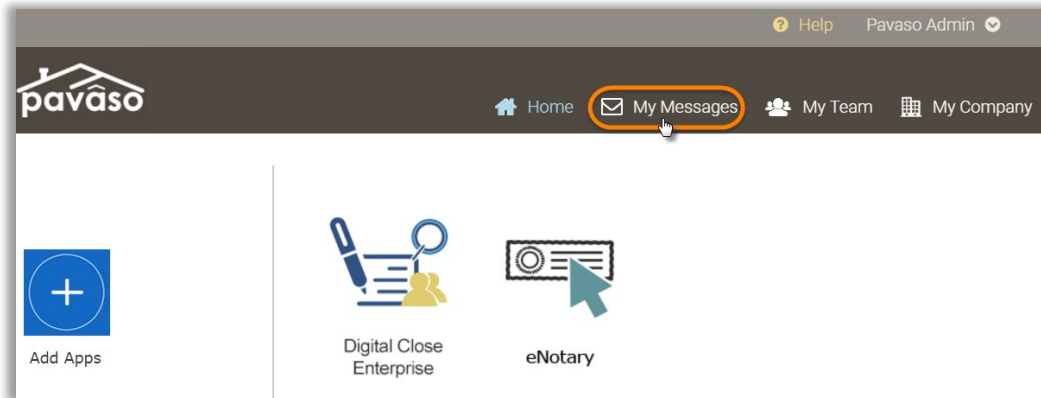




The **My Messages** functionality is an internal messaging system that allows you to send and receive secure messages to and from registered Pavaso users.

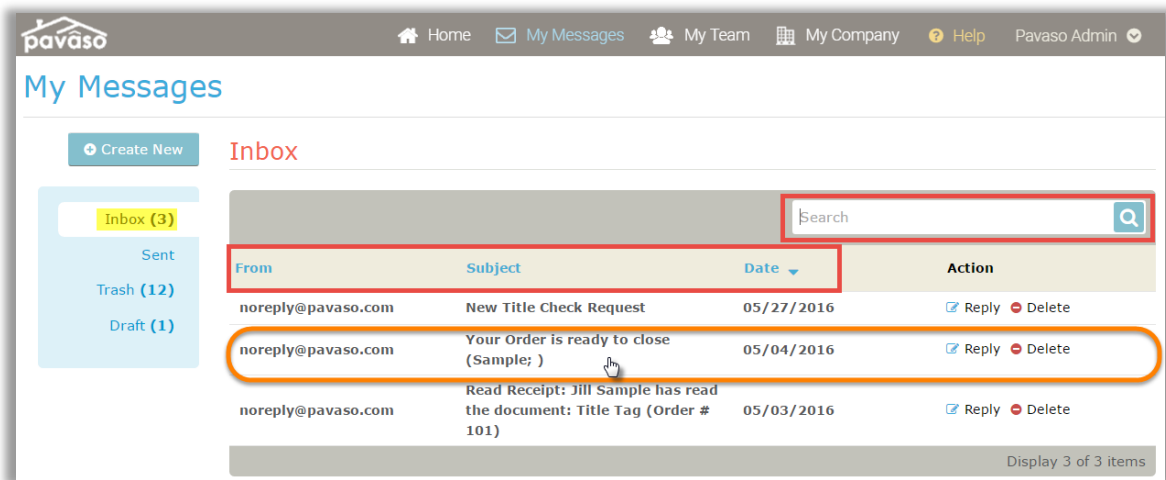
Pressing this functionality will always redirect you to the **Inbox** link.



Inbox

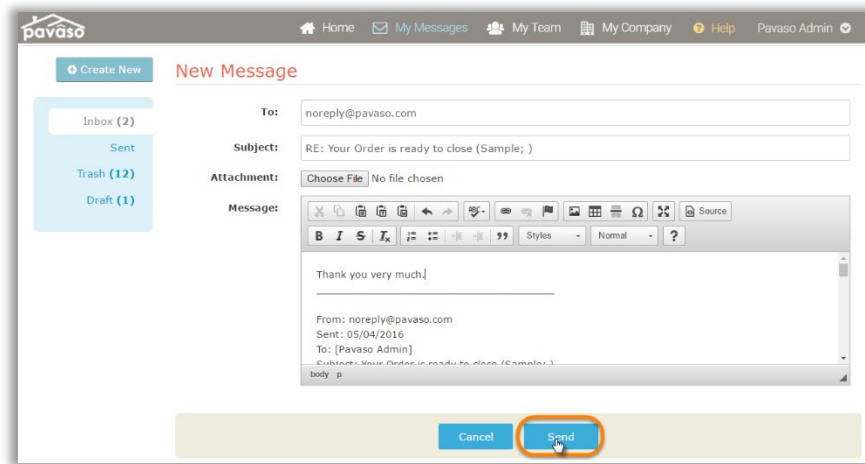
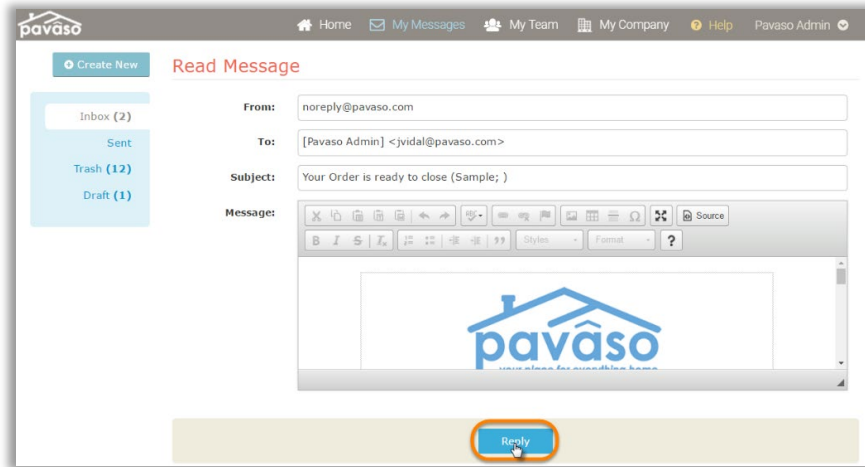
In the inbox, search through messages using the **Search** box or selecting the column names to sort.

Select any message to open. Reply to or delete messages from the Inbox.



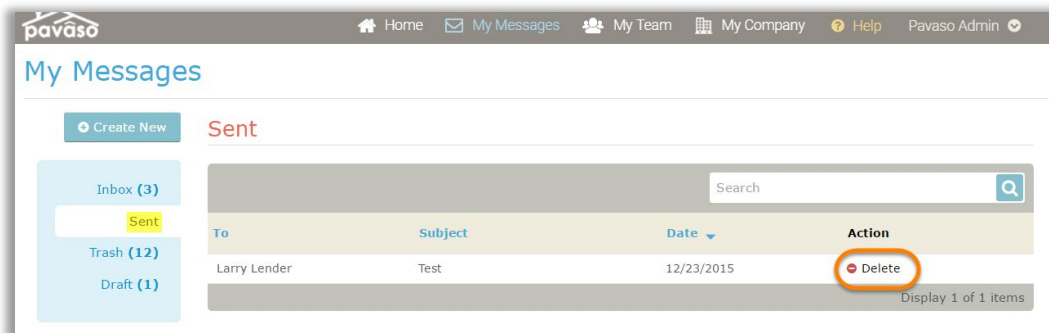


Messages can be sent or replied to from inside the message.



Sent

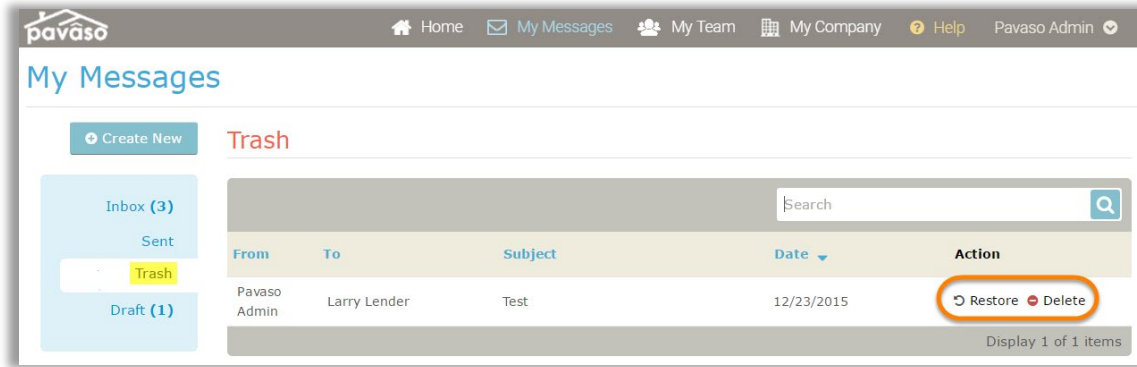
All sent messages appear under the **Sent** tab. Messages can be deleted from this tab.





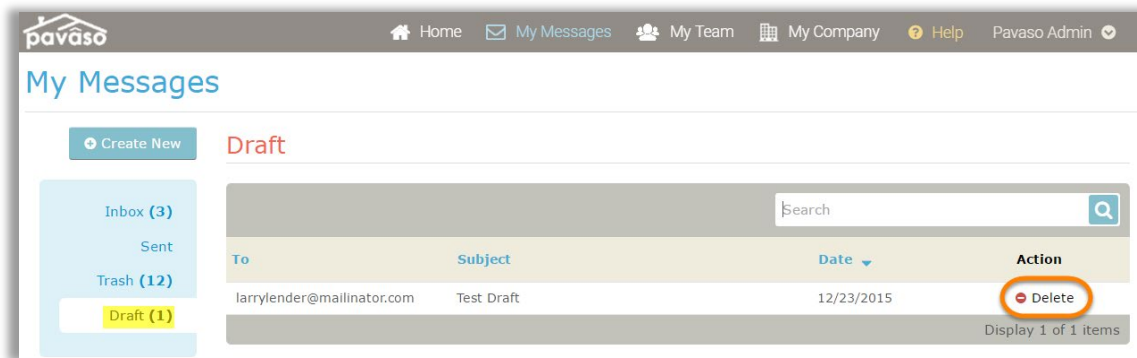
Trash

All deleted messages appear under the **Trash** tab. Restore or permanently delete messages from this tab.



Draft

Incomplete or saved messages appear under the **Draft** tab. Messages can be deleted from this tab.





Sending a Message

Select the **Create New** button to send a message.

Complete the following fields:

1. **To:** Recipient Email Address

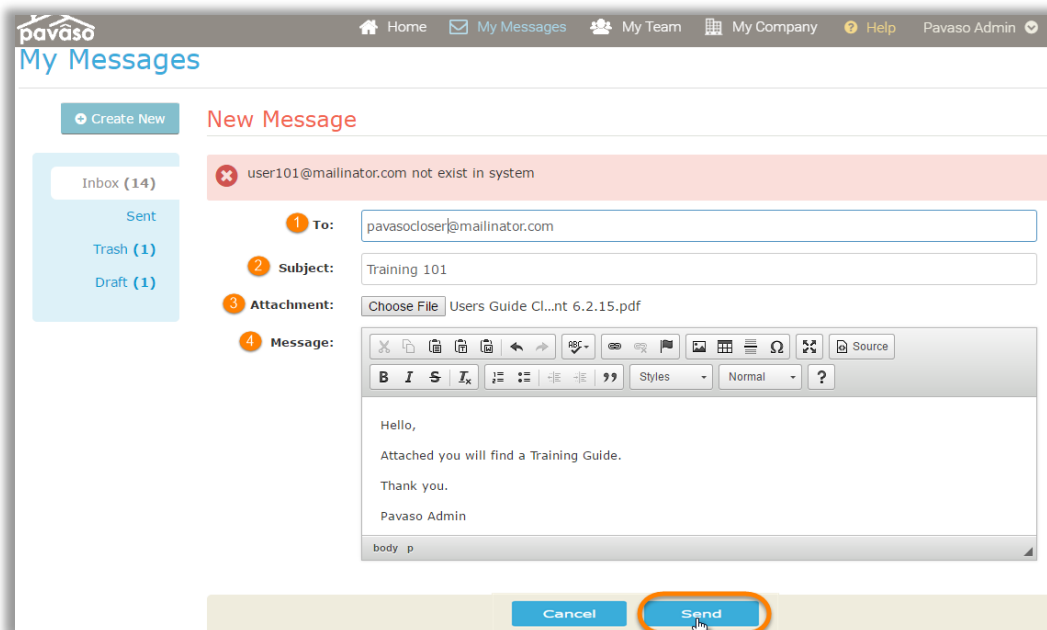
Note: The recipient of the message must have a Pavaso account as this is an internal messaging system. If the email address entered does not have a Pavaso account, you will receive an error message.

2. **Subject**

3. **Attachment:** Click on the "Choose File" button to add an attachment. You can only attach one file at a time. Acceptable file types are: Video (mp4, wmv, avi), Audio (mp3, au, wav), Text (txt, doc, xls, pdf), Picture (jpeg, png, tif, gif), or Link (URL address).

4. **Message**

Click on the **Send** button to send the message.



Pavaso Support

Business Hours: Monday – Friday 7:00 am – 8:00 pm CST

Email: support@pavaso.com

Phone/ Closing Hotline: (866) 288-7051, Option 3

24/7 Online Help Library: Log into your Pavaso account and click on "Help" next to your name.

