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Messages
Messages

Add Message

1. Click **Find Account** and search for Member.
2. Click **Messages.**
3. Choose Member from the drop-down menu.
4. Click **Add.**
5. Choose Message Type from the drop-down menu.
6. Add message text.
7. Leave status as Active.
8. Set expiration date if applicable.
9. Review **Deny & Display During** settings. These are defaulted from the message type and generally do not need to be changed.
10. Check attach to family if applicable.
11. Click **Save.**

Edit Message

1. Click **Find Account** and search for Member.
2. Click **Messages.**
3. Click the edit pencil icon.
4. Make changes.
5. Click **Save.**

Delete Message

1. Click **Find Account** and search for Member.
2. Click **Messages.**
3. Click the red X icon.
4. When confirmed, click **Yes.**

NOTE: *Messages are never permanently deleted. They can be viewed or undeleted by clicking* **Display Deleted** *on the Messages screen.*