



## Intranet Inbox

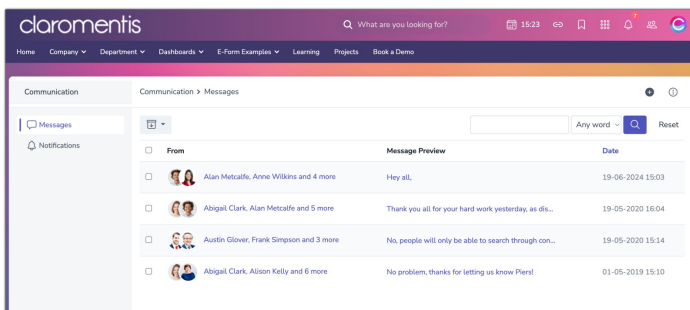
The Communication application allows users to send messages internally as well as receive system notifications from other applications.

### Communication Inbox explained

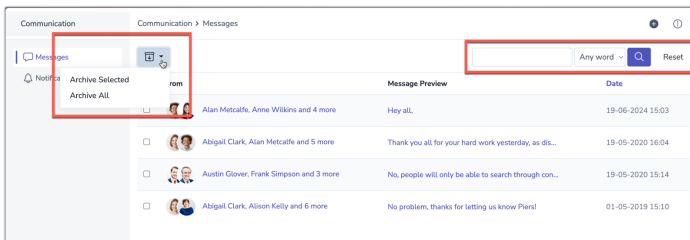
Head to Applications > Communication

On the left of the inbox, each tab stores either messages or notifications.

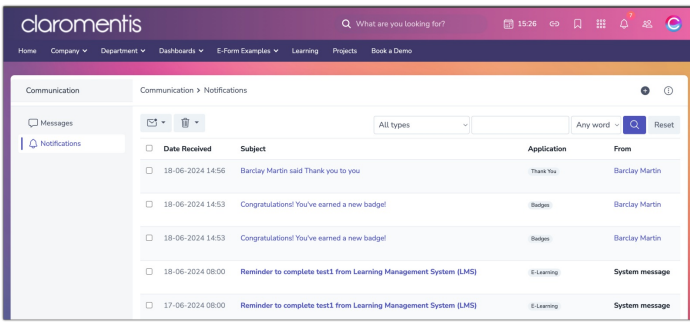
Messages are those sent from other individual users or groups:



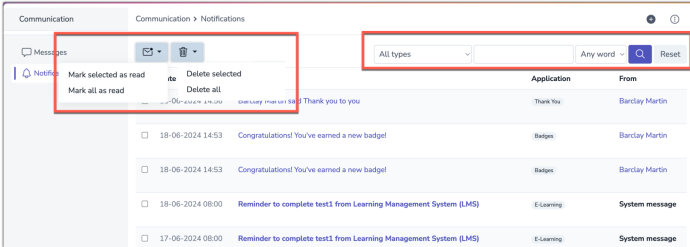
They can be archived using the icon for this, and searched for keywords:



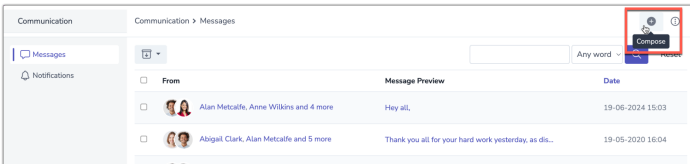
Notifications are those sent from the system and as set in a user's [preferences](#).



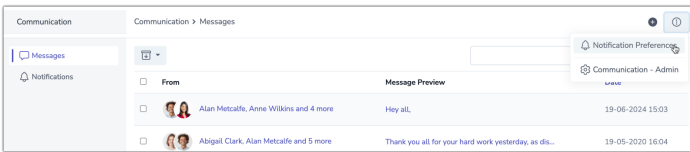
They can be changed to all 'read' or deleted using the icons for this, and there is also a keyword search here:



Compose a message from either area using the icon:



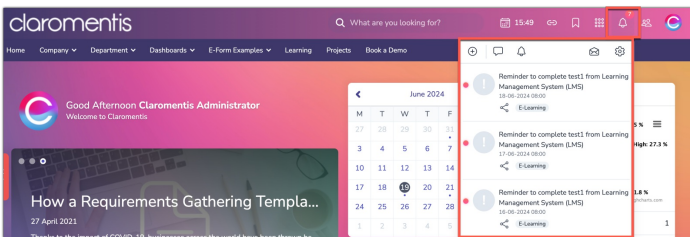
Click the three dots to access notification preferences.



## The In-system messenger

When browsing the Intranet, the in-system messenger bell icon will appear in the top bar (unless removed by an administrator from appearing via the [Design panel](#))

This allows users to visually see if a new in-system notification has been received through the red bubble and perform other actions without having to navigate to [Applications > Communication](#):



A new message can be composed, others checked and marked as read, as well as [preferences](#) accessed.

Created on 19 June 2024 by [Hannah Door](#)

Tags: [communication](#), [message](#), [inbox](#)