

VANDERBILT UNIVERSITY Office of the UNIVERSITY REGISTRAR

YES User Guide

Message Center

The Message Center is an online application that allows students and administrators to communicate in a secure environment. The Message Center is available through the YES suite of applications.

When an administrator sends a message to you through the Message Center, you will receive an email indicating that a message is ready for you. That email will include the name of the sender, the subject of the message, and a link to the Message Center. You must log in to YES to access these secure messages.

Navigating to the Message Center

- 1. Log in to <u>YES</u> using your VUnetID and e-password.
- 2. On the student landing page, click "Message Center."



Navigating the Inbox

1. The message center has two tabs: Inbox and Sent Messages. The default view is to the inbox.

Message Cent	ter		Sear	ch
Inbox Sent Messages				${old C}$ Refresh
From	≎ Subject	¢	Date	*
 Magnetization 	Hello!		Feb 17, 2016 08:51 AM	N
C temperature	SR: Grades Notification		Jan 11, 2016 12:00 AM	I
Show Archived Messages	Show Bulk Messages	d 🔹 All Days 🔹	Reset Filters	

- 2. Bold font indicates an unread message.
- 3. Messages in the inbox are sortable by sender (From), Subject, and Date. Click on the icons to sort. In addition, you have the option to 1, Show/Hide messages that you have marked as Archived; 2,

Show/Hide messages marked as "Bulk;" 3, view messages by their status as Read, Unread, or Both; and

4, view all messages or only those that were sent within the last 30 days.

Show Archived Messages Show Bulk Mess	ages Read and Unre	ead All Days	Reset Filters

4. Select individual or multiple messages to take action on those messages, including Archive/Unarchive and Mark as Read/Unread.

	Hello!	Feb 17, 2016 08:51 AM	
	SR: Grades Notification	Jan 11, 2016 12:00 AM	
Show Archived Messages Show Bu	Ik Messages 🔻 Read and Unread 💌 All Days 💌	Reset Filters	
Archive Unarchive Mark as read	Mark as unread		

5. Click on a message row to read the message.

Inbox	Sent Messages			${\cal C}$ Refresh
From	≑ Subject	≑ Date		•
	YES User Guide Message رامي	May 2	23, 2015 09:15 PM	
	Hil	May 2	2 2015 03:44 PM	
	Inbox Sent Messages		C Refresh	
	From: Sent: May 23, 2015 09:15 PM		0	
	Message about the YES User Guide			
	Reply Close			
		_		
6. Click	Close to return to the inbox, or click	to reply to the	sender.	
Message	Center		Search	
Inbox Sent	Messages			${\cal C}$ Refresh
Recipient(s):				
Subject: RE: YES User G	uide Message			
Message.				
To: From:				
Date: May 23, 20	115 09:12 PM			
This is a messag	je about the YES User Guide.			
Attachment: Browse No file	e selected.			(<u>ii</u> ,
Send Clear	Close			



Viewing Sent Messages



2. Sent messages are sortable by recipient (To), Subject, and Date. Click on the icons to sort.

Be sure to log out of YES when you have finished using the application.