# 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.
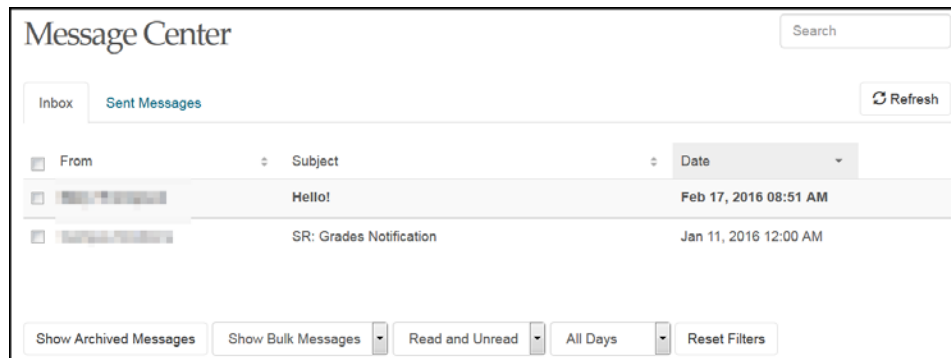
## Navigating to the Message Center

1. Log in to YES using your VUnetID and e-password.

2. On the student landing page, click Message Center.
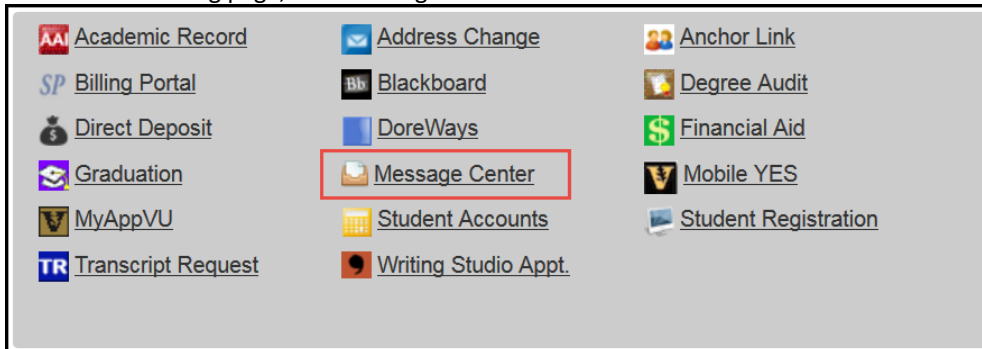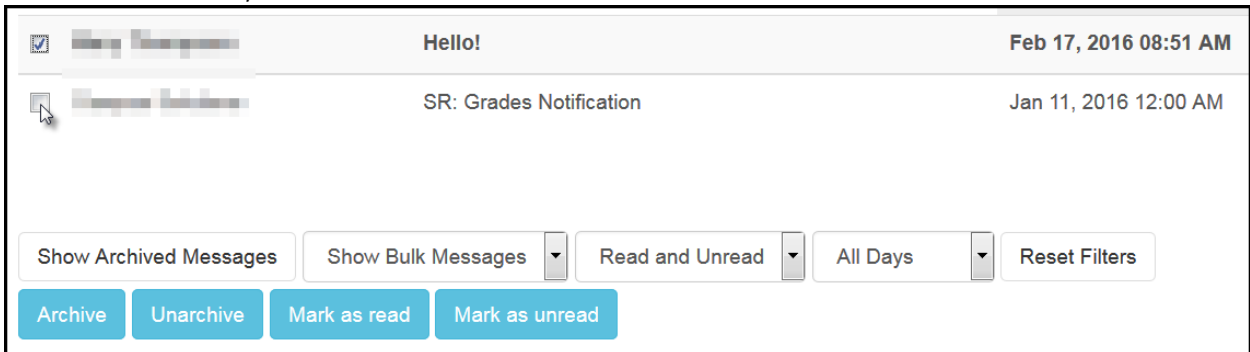


## Navigating the Inbox

1. The message center has two tabs: Inbox and Sent Messages. The default view is to the inbox.
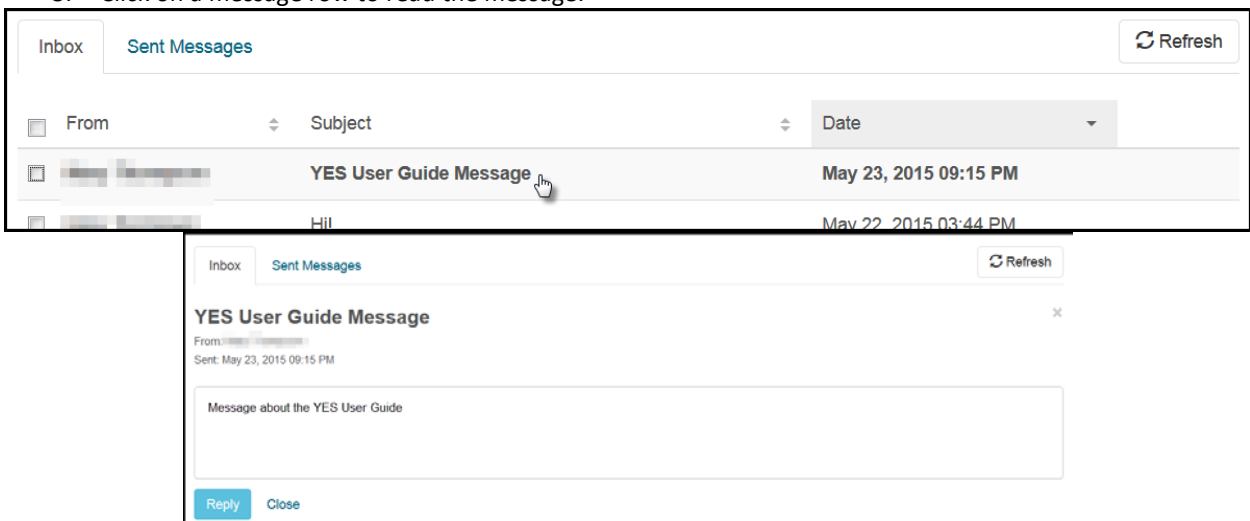
2. Bold font indicates an unread message.

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.

①　Show Archived Messages　②　Show Bulk Messages ▾　③　Read and Unread ▾　④　All Days ▾　Reset Filters
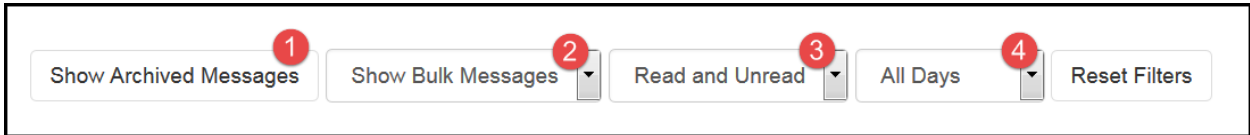
4. Select individual or multiple messages to take action on those messages, including Archive/Unarchive and Mark as Read/Unread.

| ☑ | ▓▓▓ ▓▓▓▓▓ | **Hello!** | **Feb 17, 2016 08:51 AM** |
|---|---|---|---|
| ☐ | ▓▓▓ ▓▓▓▓ | SR: Grades Notification | Jan 11, 2016 12:00 AM |

Show Archived Messages　Show Bulk 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 | | ⟳ Refresh |
|---|---|---|---|
| ☐ From ⬍ | Subject ⬍ | Date ▾ | |
| ☐ ▓▓▓ ▓▓▓▓▓ | **YES User Guide Message** | **May 23, 2015 09:15 PM** | |
| ☐ ▓▓▓ ▓▓▓▓ | Hi! | May 22, 2015 03:44 PM | |

Inbox　Sent Messages　⟳ Refresh

**YES User Guide Message**　✕
From: ▓▓▓ ▓▓▓▓▓
Sent: May 23, 2015 09:15 PM

Message about the YES User Guide

Reply　Close

6. Click **Close** to return to the inbox, or click **Reply** to reply to the sender.



7. Click **Send** to send the reply.

## Viewing Sent Messages

1. Click the **Sent Messages** tab to view messages you have sent.

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.**