



## 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.*

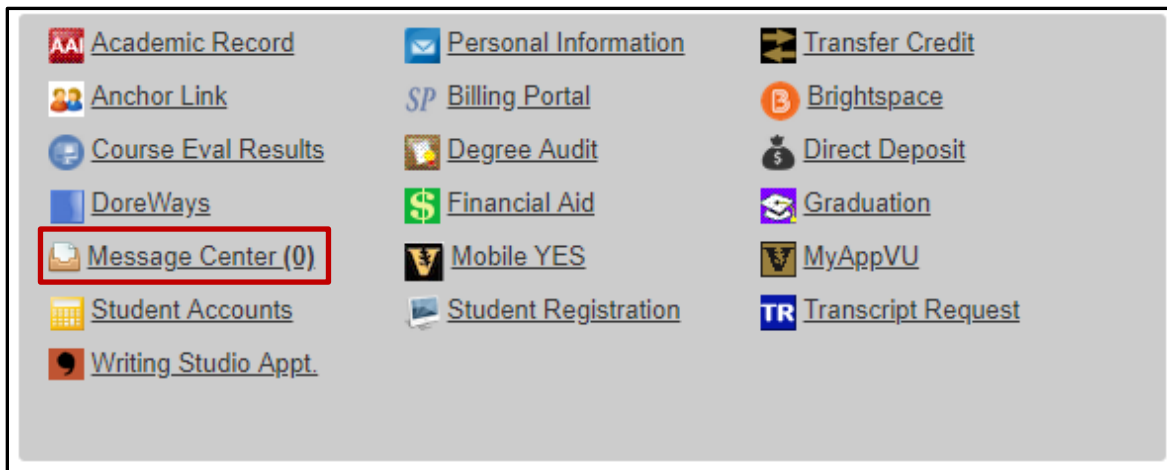
*When an administrator sends a message to you through the Message Center, you will receive an email indicating that a message is ready for you. That email will include the name of the sender, the subject of the message, and a link to the Message Center. You must log in to YES to access these secure messages.*

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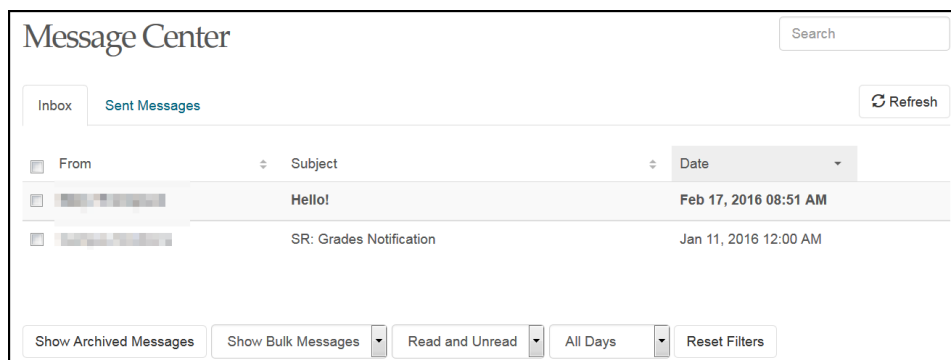
## Navigating to the Message Center


1. Log in to [YES](https://yes.vanderbilt.edu) using your VUnetID and e-password at [yes.vanderbilt.edu](https://yes.vanderbilt.edu).
2. On the student landing page, click **Message Center**.

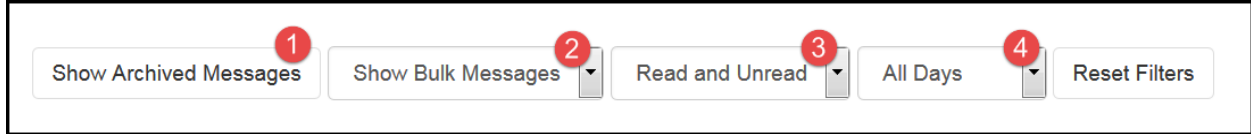


## Navigating the Inbox

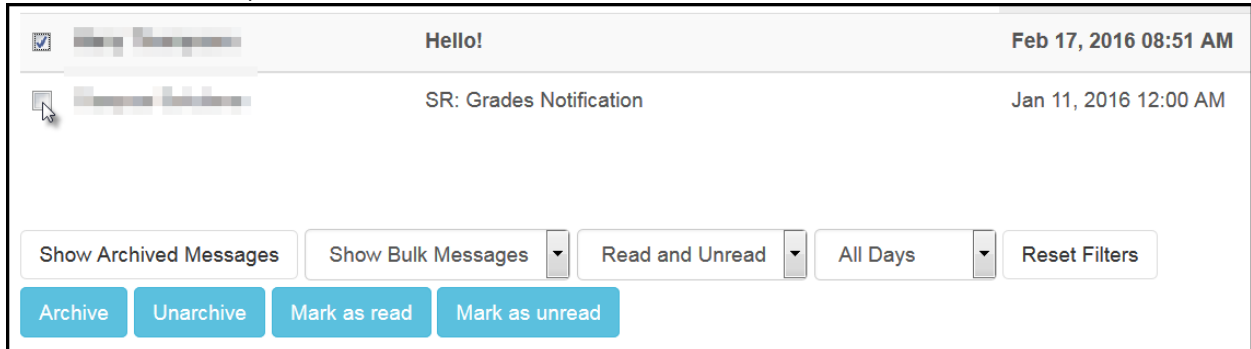
1. The message center has two tabs: Inbox and Sent Messages. The default view is to the inbox.



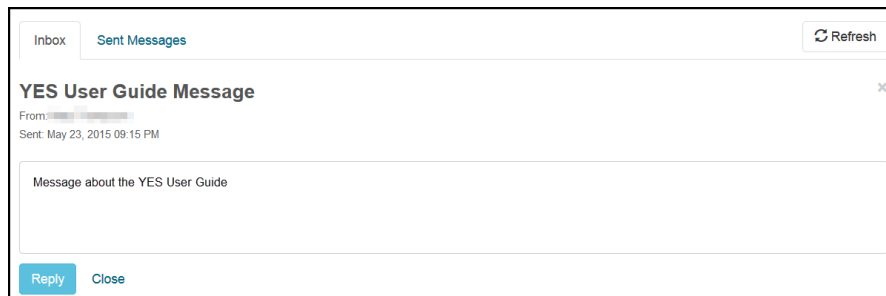
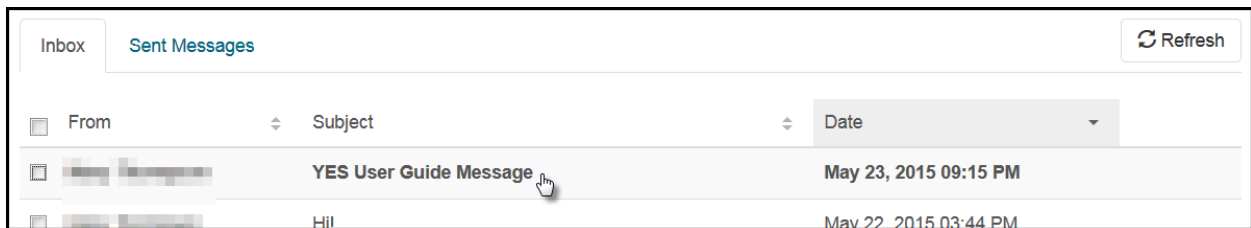
2. Bold font indicates an unread message.
3. Messages in the inbox are sortable by sender (From), Subject, and Date. Click on the  icons to sort. In addition, you have the option to <sup>1</sup>, Show/Hide messages that you have marked as Archived; <sup>2</sup>, Show/Hide messages marked as Bulk; <sup>3</sup>, view messages by their status as Read, Unread, or Both; and <sup>4</sup>, view all messages or only those that were sent within the last 30 days.



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




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





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



The screenshot shows the 'Message Center' interface. At the top right is a 'Search' input field. Below it are two tabs: 'Inbox' and 'Sent Messages', with 'Sent Messages' being the active tab. To the right of the tabs is a 'Refresh' button. The main content area is divided into sections: 'Recipient(s):' with a redacted name; 'Subject:' with the text 'RE: YES User Guide Message'; and 'Message:' which contains a large text area with a cursor. Below the text area is a header with '-----' and the following fields: 'To:' (redacted), 'From:' (redacted), and 'Date: May 23, 2015 09:12 PM'. The message body contains the text 'This is a message about the YES User Guide.' Below the message area is an 'Attachment:' section with a 'Browse...' button and the text 'No file selected.' At the bottom are three buttons: 'Send' (green), 'Clear', and 'Close'.

7. Click  to send the reply.

## Viewing Sent Messages

1. Click the  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.**

Please contact the YES Help Line at [yes@vanderbilt.edu](mailto:yes@vanderbilt.edu) or 615-343-4306 if you have questions or need additional assistance.