

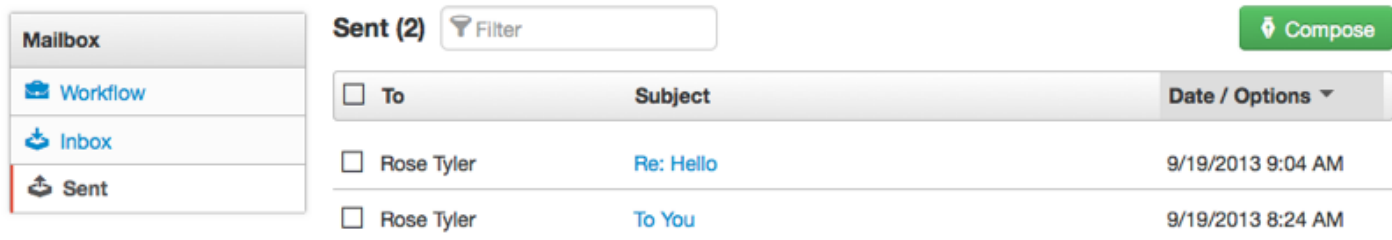
Sent

Sent Overview

The Sent list view shows messages that the user has sent. This includes messages that the user composed within the system and that were sent to a user or a group of users. The Sent list also shows messages that were sent in association with scheduled publishes, reminders, and the workflow process. If a message that has been sent to the user is replied to or forwarded, then that is also shown on the Sent screen. Other useful functionality available from the Sent screen includes:

- Lists the number of sent messages
- The list can be filtered by the recipient or the subject
- The Compose functionality is available to immediately compose a new message
- The list can be sorted by recipient, subject, or date
- Multi-select is available, and the sent messages can be deleted en masse
- The message can be reviewed, and from the Sent Message view it can also be deleted or even forwarded to one or more users and/or groups
- Hover to view the options, which include view and delete

Sent List View



<input type="checkbox"/> To	Subject	Date / Options
<input type="checkbox"/> Rose Tyler	Re: Hello	9/19/2013 9:04 AM
<input type="checkbox"/> Rose Tyler	To You	9/19/2013 8:24 AM

Forwarding a Message

The ability to forward a message is available for sent messages.

1. Navigate to **Dashboard > Inbox > Sent**.
2. Click the linked message from the **Subject** column. Alternatively, hover and click **View**.
3. Click **Forward** and complete the details, including selecting one or more users and groups to which to forward it.
4. By default, a copy is sent via external email. If the user does not have an email associated, then it is only sent within the CMS.
5. Click **Send**.

Mailbox

- Workflow
- Inbox
- Sent**
- Sent Message

Sent Message

To Contributor Level 4 Delete Forward

Date 4/30/2014 12:00 AM

Subject Please review

Message This is the scheduled reminder for page, /examples/actions/reminder-example2.pcf. The reminder was scheduled to take place at April 30, 2014 12:00 AM.

No Message Body

This message was sent using OmniUpdate web content management.
<http://www.omniupdate.com/>

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