













View & Sort Previously Sent Messages

1. To view previously sent messages, click the Messages icon.
2. To sort messages based on the column, click the column header. Click the column header again to change the sorting to ascending or descending.

Messages [Send Message](#) 

Time Sent ↓	Title	Subject	Actions
09/14/2018 01:23:20 PM	[Redacted]	[Redacted]	
09/14/2018 01:22:44 PM	[Redacted]	[Redacted]	
09/14/2018 01:21:46 PM	[Redacted]	[Redacted]	
09/14/2018 01:00:31 PM	[Redacted]	[Redacted]	
09/14/2018 12:59:52 PM	[Redacted]	[Redacted]	
09/14/2018 12:59:00 PM	[Redacted]	[Redacted]	
09/13/2018 05:56:24 PM	[Redacted]	[Redacted]	
09/13/2018 05:38:37 PM	[Redacted]	[Redacted]	
09/13/2018 05:34:30 PM	[Redacted]	[Redacted]	
09/13/2018 05:33:28 PM	[Redacted]	[Redacted]	

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3. To view the message details, delivery summary, and response details, click the  icon beside the record you wish to view.