# Accessing your e-portfolio inbox

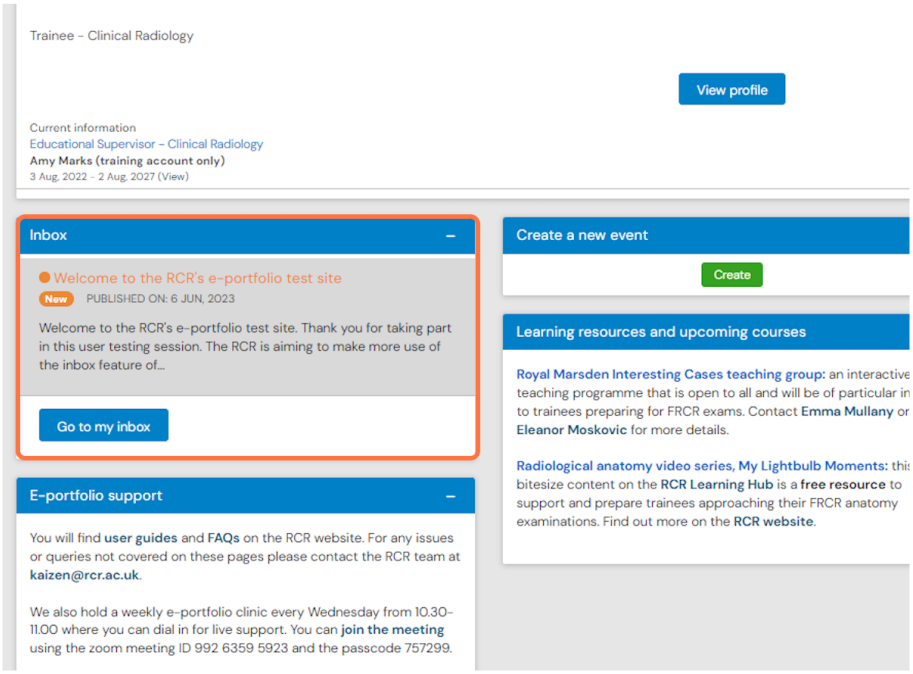
3 Steps

| Created | Creation Date | Last Updated |
| --- | --- | --- |
| WDAT | June 6, 2023 | June 6, 2023 |

STEP 1

## You will find a preview of your inbox on your dashboard

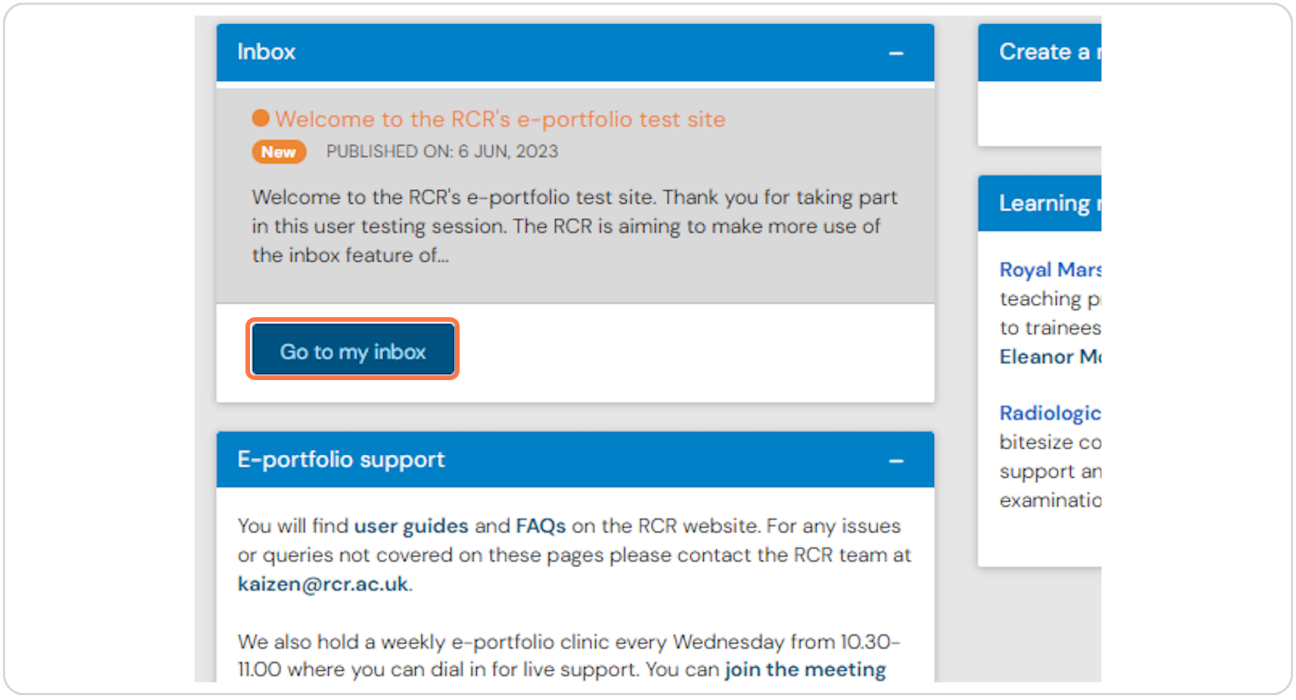
If you have unread messages you will also see an orange banner above your profile information and the bell icon in the top righthand corner will be red.



STEP 2

## You can access your inbox through the preview on your profile

You can go directly to a message by clicking on its subject line, or click on Go to my inbox to view all messages. You can also click on the action box in the orange banner or on the bell icon.




STEP 3

## Your messages will be displayed in your inbox, with unread messages highlighted in orange

Clicking the subject line will open the message

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