

Mail

The mail icon glows yellow when you have new mail

The screenshot shows the Mail interface with four numbered callouts: 1. A red circle with the number '1' points to the Mail icon in the top menu bar, which is glowing yellow. 2. A red circle with the number '2' points to the 'Compose New Message' button. 3. A red circle with the number '3' points to the 'Close Message Center' button. 4. A red circle with the number '4' points to a message in the inbox list.

Print **Mail**

Compose New Message **Close Message Center**

Inbox [Folders](#)

Delete	Received	Subject	Sender
<input type="checkbox"/>	12/03/2019 3:21 PM	✉ Revision Document(s) Uploaded: S1500: IRB No.: S1500	--System Generated--
<input type="checkbox"/>	12/03/2019 1:35 PM	✉ Document Uploaded: A031704 IRB No.: A031704	--System Generated--
<input type="checkbox"/>	12/03/2019 1:35 PM	✉ Document Uploaded: A031704 IRB No.: A031704	--System Generated--
<input type="checkbox"/>	12/03/2019 12:56 PM	✉ Revision Document(s) Uploaded: A031704: IRB No.: A031704	--System Generated--
<input type="checkbox"/>	12/03/2019 9:17 AM	✉ A prestudy workup has been added	Michelle Kinney
<input type="checkbox"/>	12/03/2019 9:14 AM	✉ A prestudy workup has been added	Michelle Kinney
<input type="checkbox"/>	12/02/2019 2:44 PM	✉ Revision Document(s) Uploaded: A031102: IRB No.: A031102	--System Generated--
<input type="checkbox"/>	12/02/2019 1:39 PM	✉ Patient Reconsenting	--System Generated--
<input type="checkbox"/>	12/02/2019 1:39 PM	✉ Revision Document(s) Uploaded: A11: IRB No.: E1A11	--System Generated--
<input type="checkbox"/>	12/02/2019 10:54 AM	✉ Patient On Study: DCP-001	--System Generated--
<input type="checkbox"/>	12/02/2019 10:49 AM	✉ Patient On Study: DCP-001	--System Generated--
<input type="checkbox"/>	12/02/2019 10:47 AM	✉ Patient On Study: E5508	--System Generated--
<input type="checkbox"/>	12/02/2019 10:46 AM	✉ Revision Document(s) Uploaded: S1609: IRB No.: S1609	--System Generated--
<input type="checkbox"/>	12/02/2019 10:33 AM	✉ Patient On Study: S1415CD	--System Generated--
<input type="checkbox"/>	12/02/2019 10:28 AM	✉ Revision Document(s) Uploaded: S1609: IRB No.: S1609	--System Generated--

Delete **Delete All Un-Read Mail**

1 Mail Icon

Click on the mail icon in the top menu bar to open the mail center

2 Compose a new message

Click here to open a new message window

3 Close Message Center

Click here to return to the main menu

4 Messages

Some emails are system generated for events. They may also be sent from DCOP Staff