

View your inbox

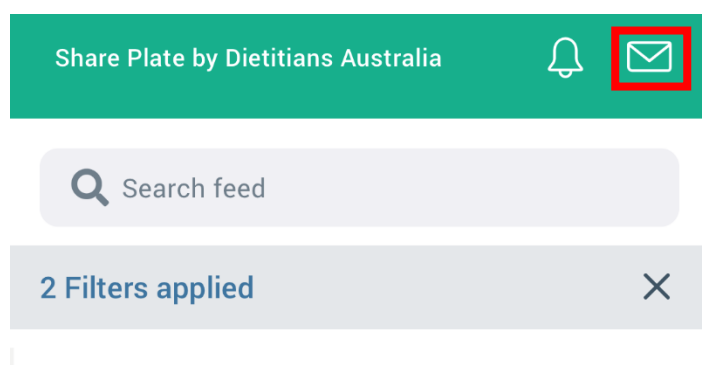
Your **profile inbox** stores all of the messages you've received from other members, as well as the notifications you've received from various system-generated prompts, like when:

- another user has **commented** on one of your uploaded files,
- someone has **replied** to one of your Discussion posts,
- etc.

In this article, you'll learn how to access and use your profile inbox in the Share Plate mobile app.

Access your inbox

Tap the **envelop icon** at the top right of your screen.



TIP: This icon is only available on the Feed.

Your inbox overview

Your messages are listed in a single, scrollable list.

- **Unread** messages are indicated with a **white background**, as well as a **colored circle** next to the date/time stamp.
- **Read** messages are indicated by a **gray background**.
- Message text is truncated; tap a message to view the full text and reply (if applicable)

TIP: To return to the Feed, tap the arrow icon in the top left.

Reply to messages

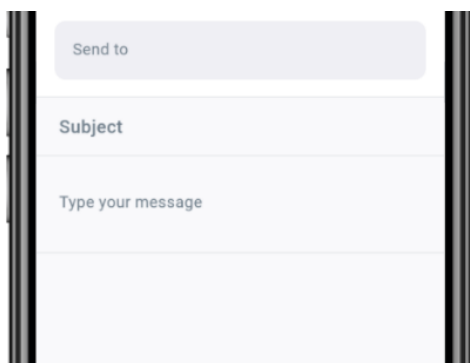
1. From your Inbox, tap to select a message.
2. At the bottom of the page, tap the **Reply here...** area to display your device's keypad.
3. Write your message and tap **Send**.



TIP: To cancel your message, tap the 'X'.

Write a message

1. From your inbox, tap the paper airplane icon to display the message editor.
2. Tap the **Send to** field to display your device's keypad. Then, begin typing the person's name you want to message (first and/or last). The system will auto-populate suggestions based on your text; for more exact suggestions, include both their first and last name.
3. Tap the **Subject** field and enter a subject.
4. Tap the **message** field and type your message.
5. Tap **Send** to send your message to their account inbox.



TIP: To cancel your message, tap the 'X'.