

## 2. Working with Messages

## 2.1 Working With Unassigned Messages

To read new messages, click on the underscored number located next to "Unassigned New Messages" (this number will vary and is representative of the total number of Unassigned New Messages for your Institution).



## Welcome to TIMS!



Search Messages Compose New Message



All Unassigned Messages will be returned.



To read an Unassigned Message, click on the hyperlink for that message.

