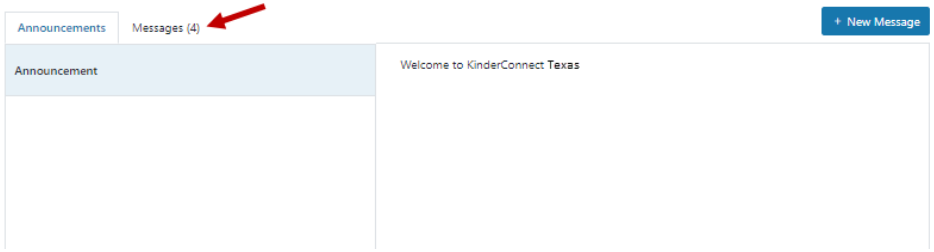
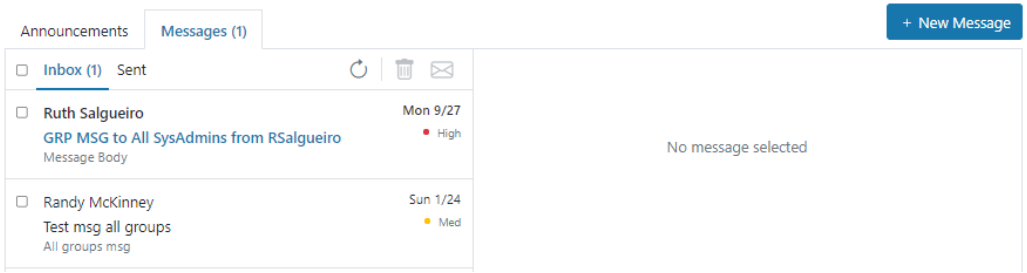
# KinderConnect - Messages

The KinderConnect Message Center is part of the **Home** page. Since the **Home** page defaults to the ***News*** upon opening, it is necessary to press on the ***Messages*** tap to review any message sent or received during the selected date range.

**A** Click on the **Message Center** icon.




**B** Unread messages appear in bold font and the number of unread messages appear in bold in parenthesis. Note that the date and priority level of the messages appear on the right, high priority ones denoted with a red dot. To open a message to review, hover over and click on the ***Subject*** line. The contents of the selected message display on the right side. Click on the ***Get Messages*** icon at any time to refresh.




**C** To ***Delete*** or ***Mark Unread***, click on the checkbox on the header row to select all messages (click again to deselect). You can also select one or more messages individually by clicking on the corresponding checkboxes, then press ***Delete*** or ***Mark Unread***. Clicking on ***Mark Unread*** will revert the message(s) to unread in bold letters.

**D** Once you select a message you would like to review, the contents display on the right. Press **Reply** if you would like to send a response. Enter the contents of your response in the space provided and press **Send**. If you decide to discard your response, click on the ***Delete*** icon.

**E** To create a new message, press **+ New Message**.