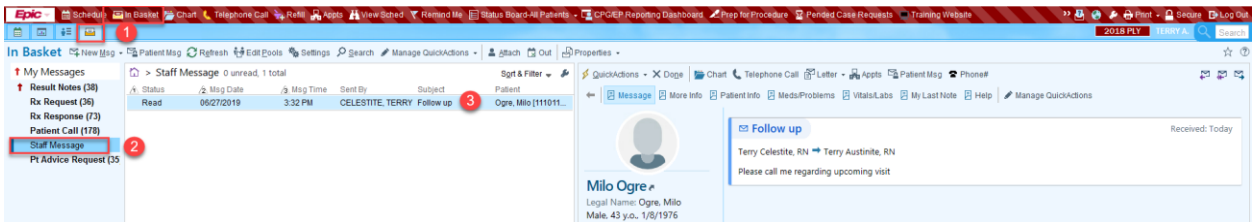


Viewing and Replying to InBasket Messages

View an In Basket Message

1. Click the **In Basket** button on the hyperspace toolbar to open your In Basket.
2. Select the folder for the type of message you want to view (for example, **Staff Message**). The messages in that folder appear in a list to the right.
3. Select a message to view it in the display pane to the right.



4. Click one of the buttons in the message pane to view more information about the patient referenced in the message.
5. Click the **Reply** icon in the upper right to reply to the sender.

