

ALZConnected Inbox (ALZInbox)

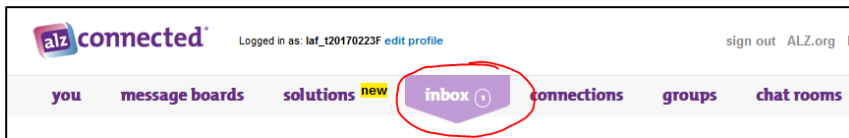
ALZConnected allows members to communicate via internal email (ALZmail) using a special Inbox feature (ALZInbox). This allows members who have established a connection to send and receive mail without disclosing their actual email address. [Click here](#) to learn more about establishing connections.

Directions for ALZInbox on a PC:

[Click here for Mobile Device Directions](#)

ALZInbox Messages (ALZmail)

On the top menu, a small circle with a number inside will let you know you have unread messages on ALZmail.

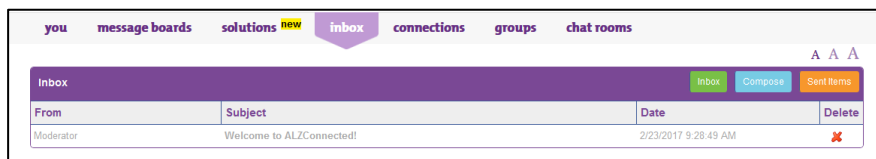


You will also receive an email from admin@alzconnected.org to the email you entered during registration letting you know you have a private message. The subject will read **You have a new Private Message on ALZConnected.**

Upon registration, every user receives an email from the Moderator with Welcome information. Please do not reply or send messages to the Moderator. Use the [Contact Us](#) form to communicate with the Moderator.

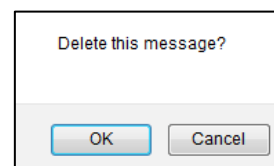
To Read a Message

1. Click on the Subject of the message to open the message.



To Delete a Message

1. To delete a message from your Inbox, click on the red X in the delete column, all the way to the right.
2. A warning will appear asking you to confirm the deletion:
3. Click the **OK** button to complete the deletion.

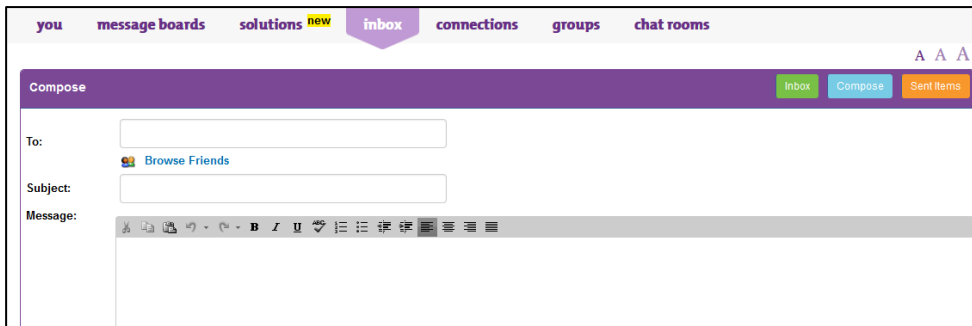


NOTE: Once you delete a message, there is no way to retrieve it.

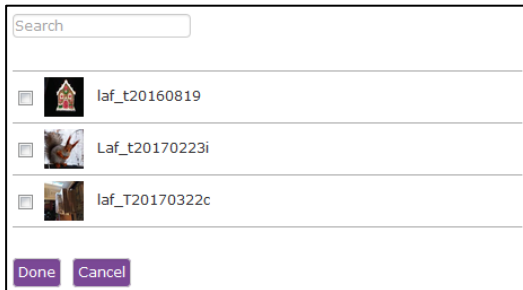
Compose a Message

This is where you create messages you wish to send to your connections.

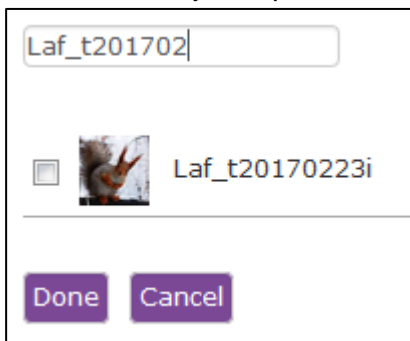
1. Click on the **Compose** button.
2. You cannot enter names or email addresses direction into the **To:** box.



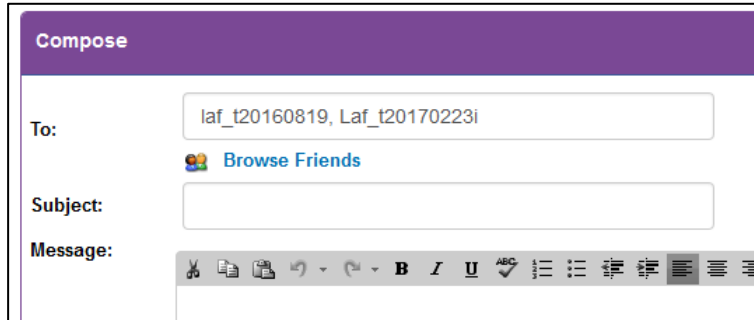
3. To select the person or people you wish to send a message to, select the **Browse Friends** option.
4. A list of your connections is provided. You will see their avatar and their screen name.



5. Click on the check box next to the name or names to add them to your email, and when finished, click on the **Done** button.
6. To search for a specific connection from your list, enter the member's screen name in the search box. You can enter just a portion of the name and all names that contain that values will be displayed.



- Once you click the **Done** button, the name(s) you selected will appear in the To box.

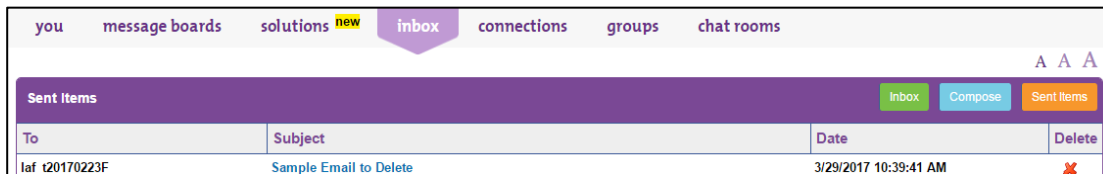


- To add or remove names from the email, click on the **Browse Friends** option again. Uncheck the ones you wish to remove or check the box for the ones you wish to add.
- If you did not see the user with whom you wanted to email, [click here](#) to learn more about establishing connections.

Sent Messages

To Read a Sent Message

- Click on the Subject of the message to open the message.



To Delete a Sent Message

- To delete a message from your Sent Items, click on the red X in the delete column.
- A warning will appear asking you to confirm the deletion:



- Click the **OK** button to complete the deletion.

Directions for ALZInbox on a mobile device:

Mobile devices include phones, tablets and iPads.

ALZInbox Messages (ALZmail)

On the menu, a small circle with a number inside will let you know you have unread messages on ALZMail.

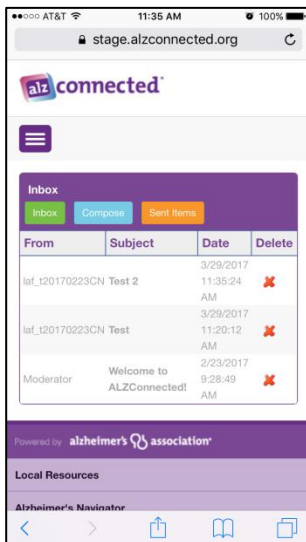
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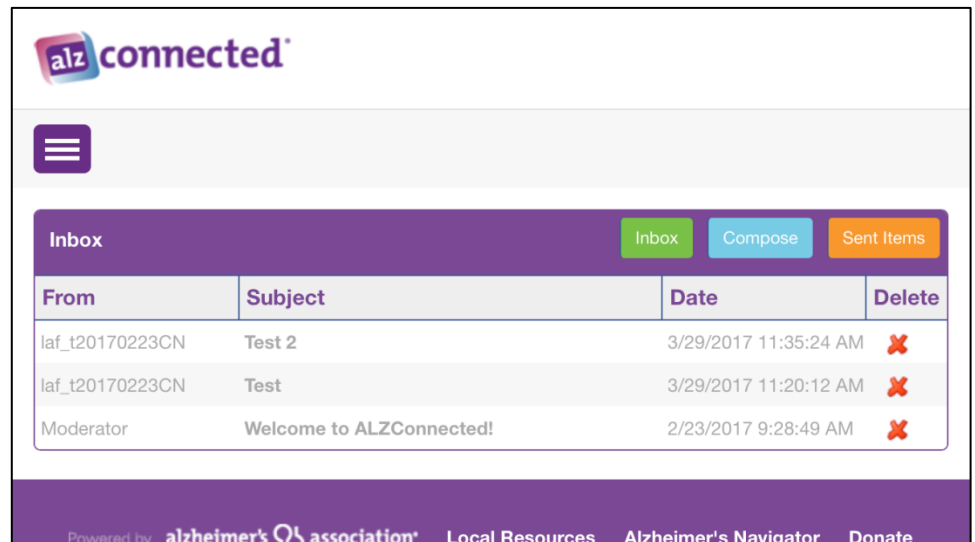
Best Practice: Below are pictures of how the Inbox looks when holding your device in portrait versus landscape mode. You may find using the device in landscape mode easier to read.



Portrait Mode

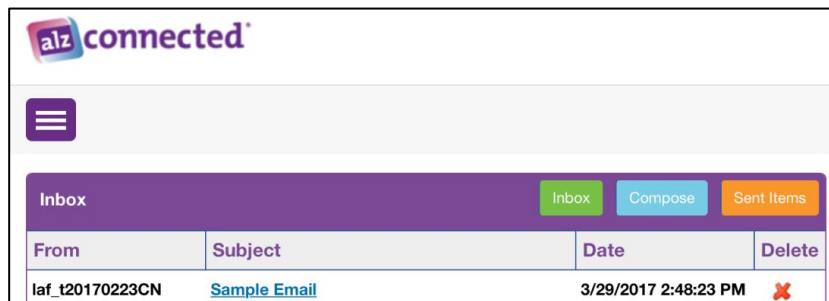


Landscape Mode



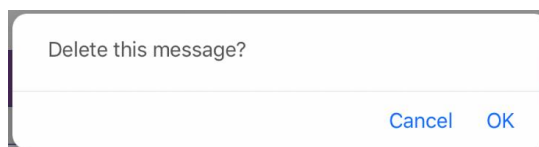
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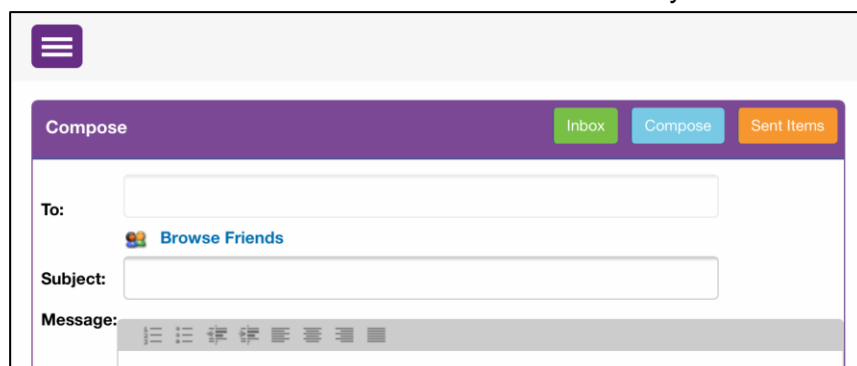


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Compose a Message

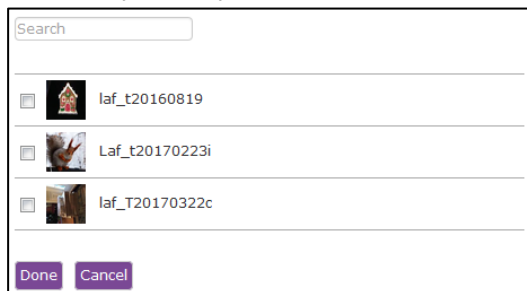
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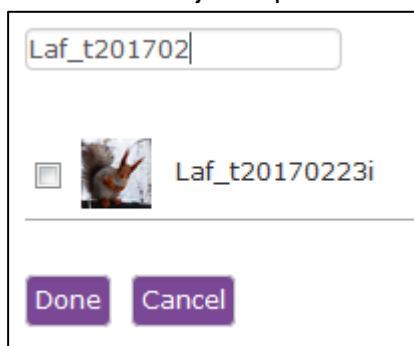


3. To select the person or people you wish to send a message to, select the **Browse Friends** option.

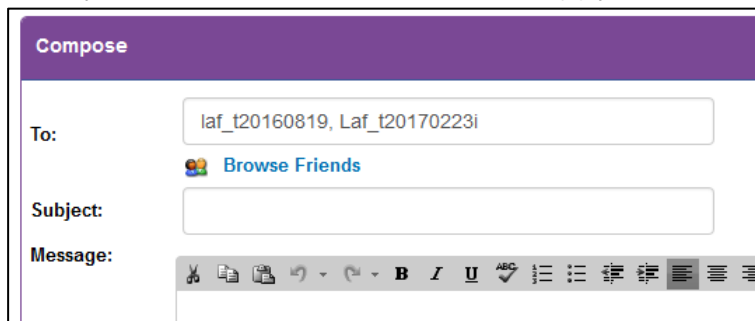
- A list of your connections is provided. You will see their avatar and their screen name. On mobile devices, you may need to scroll down to see the purple action buttons.



- Click on the check box next to the name or names to add them to your email, and when finished, click on the **Done** button.
- To search for a specific connection from your list, enter the member's screen name in the search box. You can enter just a portion of the name and all names that contain that values will be displayed.



- Once you click the **Done** button, the name(s) you selected will appear in the To box.

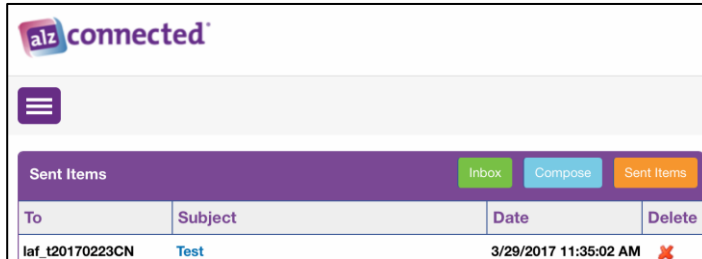


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Sent Messages

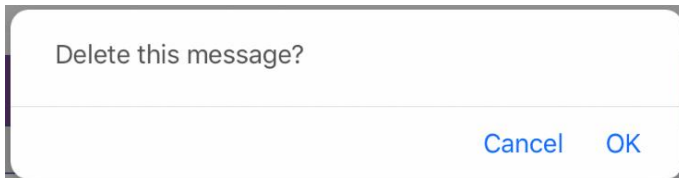
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-- End of Directions --