








### Navigation Tips for Post Office Module

Action Buttons/Links or Featured Box	Description of Use
	<p>The Post Office module is your email module for the MVC. You must be in the Inbox of the Post Office module to send messages to colleagues.</p>
	<p>Allows you to create a message that can be sent to colleagues in your current Manhattan course.</p>
<p>Subject: <input data-bbox="337 705 475 747" type="text"/></p>	<p>Enter a subject for your message here.</p>
<p>To:</p>	<p>You must select a colleague's name in the "To:" box before you click the "Send Message" button. Only the person's name(s) you select will receive the message.</p>
<p>Message Box</p>	<p>A large box that appears below the Subject box where you type your messages. Click inside this box to type your message.</p>
<p>To: + Control Key</p>	<p>In the To: area, if you wish more than one person to receive your message, hold down the Control key on your keyboard and then click each person's name you wish to receive your message. Each person's name will highlight. Then click the "Send Message" button.</p>
	<p>Before you send your message, click this button to ensure that your message has no misspellings.</p>
	<p>Click this button when you are ready to send your message.</p>
	<p>Click this button and it will take you to your Outbox where you will see all messages that you sent.</p>
	<p>Click this button, and you will go to your Inbox where all messages that are sent to you are stored.</p>
	<p>You can delete messages in this module after you have read them. Make sure you do not need them before you press "Delete."</p>