

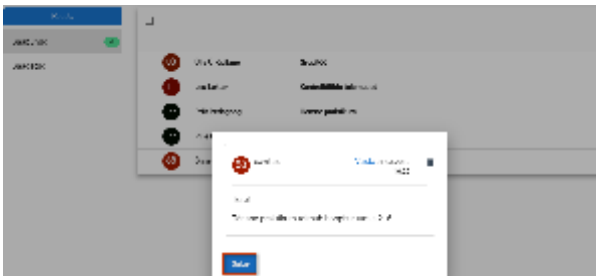
Saabunud teadete vaatamine ja teatele vastamine - Viewing incoming messages and replying to messages

Teate vaatamine

Teadete moodulisse sisenemisel avaneb teile vaikimisi **Saabunud** teadete kaust. Lugemata teated on **Saabunud teadete** kaustas kuvatud rasvases kirjas ning nende arv on kuvatud kausta nimetuse järel (vt joonis).

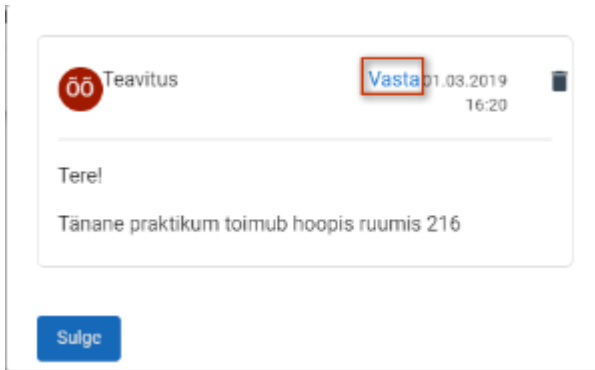


Teate sisuga tutvumiseks, tuleb klõpsata saabunud teatele. Avanenud teate sulgemiseks, tuleb vajutada nupule **Sulge** (vt joonis).



Teadetele vastamine

Teatele vastamiseks tuleb **Saabunud** teadete kaustas klõpsata saabunud teatele ning avanenud vaatel vajutada nupule **Vasta** (vt joonis).



Avaneb teate koostamise vorm, millel on saajaks vaikimisi märgitud see isik, kes teate saatis (vt joonis).



Teadete koostamise ja saatmise kohta lugege täpsemalt peatükist "[Teate koostamine ja saatmine - Composing and sending messages](#)".

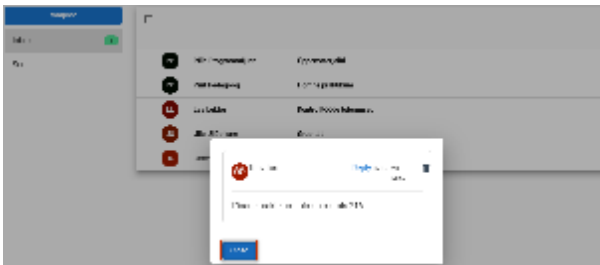
 Nupp Vasta puudub, kui tegemist on ÕISI poolt automaatselt saadetud teatega.

Viewing messages

When you enter the Messages module, the **Inbox** folder opens by default. Unread messages are displayed in the **Inbox** in bold, and their number is displayed after the name of the folder (see Figure).

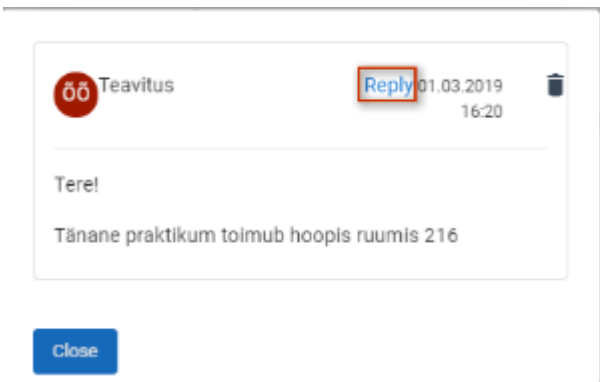


To read the message, click on the arrived message. To close the open message, click the **Close** button (see Figure).

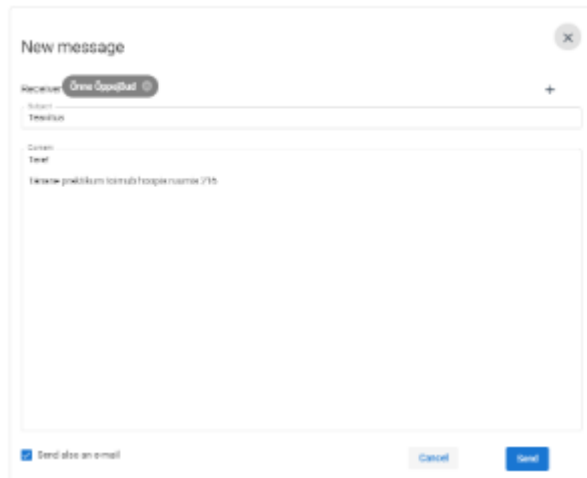


Replying to messages


To **reply to the message**, click on the arrived message in the **Inbox**, and in the view that opens click the **Reply** button (see Figure).



The message composing form opens where the person who sent the message is by default given as the receiver (see Figure).



Read more on composing and sending of messages in the chapter [“Composing and sending messages”](#).

 Messages automatically sent by SIS have no Reply button.