

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

- Teate vaatamine
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- Viewing messages
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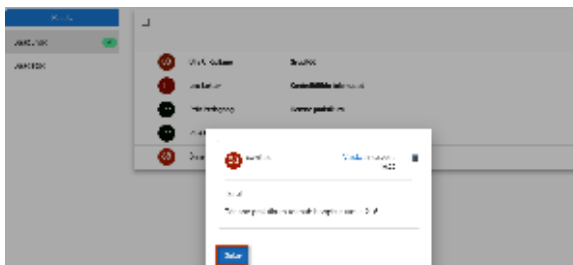
## Teate vaatamine

Menüü lingile **Teated** vajutamise järel kuvatakse vaikimisi **Saabunud** teadete kaust.

Lugemata teated kuvatakse rasvases kirjas ning nende arv on kuvatud kausta nimetuse järel (vt joonis).



Teate sisuga tutvumiseks, vajutage saabunud teatele. Teate peitmiseks, tuleb vajutada nupule **Sulge** (vt joonis).



## Teadetele vastamine

## Viewing messages

By default, when you click the **Messages** link in the menu, the **Inbox** is displayed.

Unread messages are shown in bold and their number is displayed after the folder name (see figure).

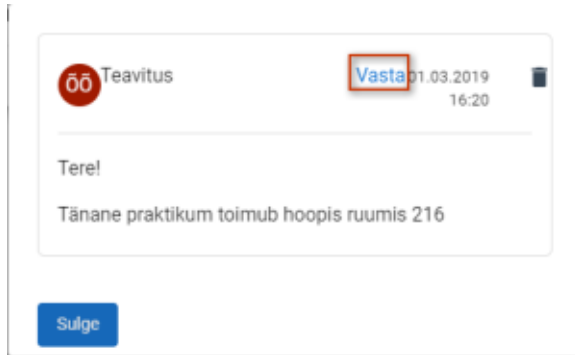


To view the content of the message, click the received message. To hide the message, click **Close** (see Figure).



## Replying to messages

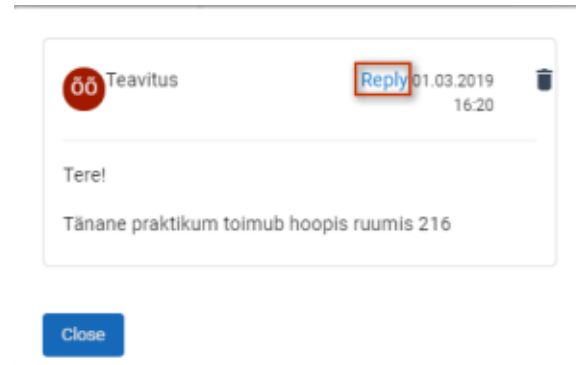
Teatele vastamiseks vajutage **Saabunud** teadete kaustas teatele ning avanenud vaates nupule **Vasta** (vt joonis).



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

 Automaatsetele teadetele ei ole võimalik vastata.

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



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

 You cannot reply to automatic notifications.