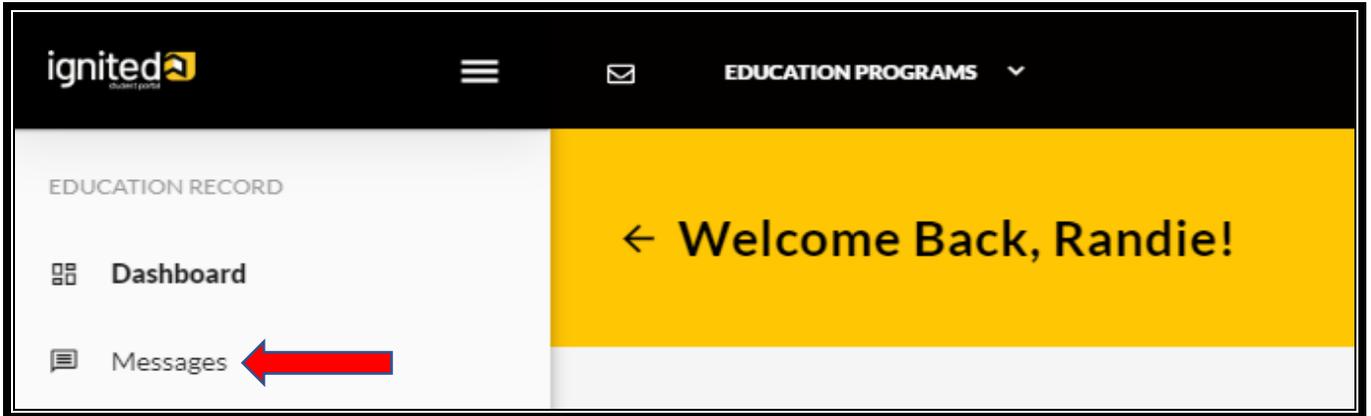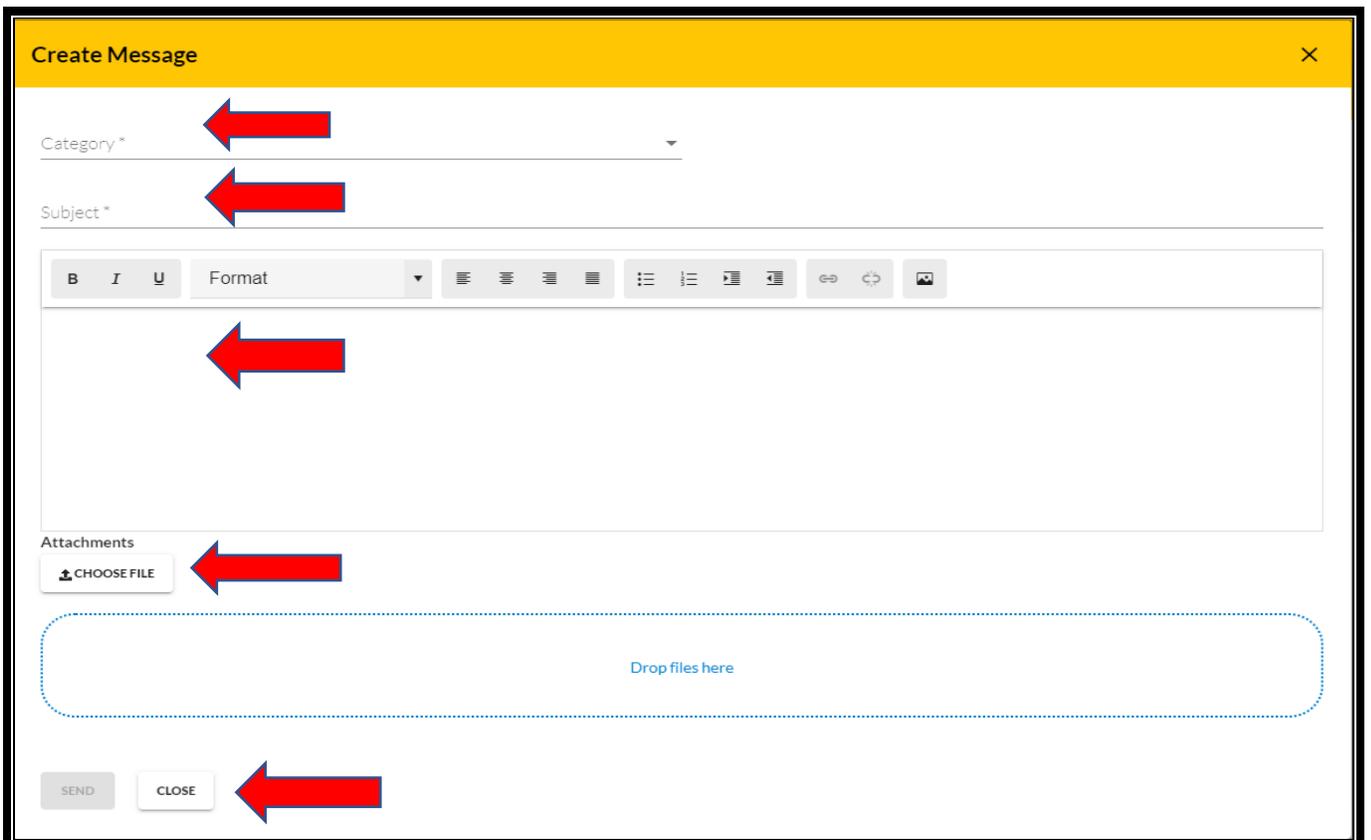# Messages

ArmyIgnitED – Service Member

Upon logging in your ArmyIgnitED account, click **'Messages'** on the left side menu:

Click **'Create'** in the top right corner of screen.

The Soldier must select a **category**, **input the subject**, **body of message**, **load an attachment** if needed (4Mb max) and click **'Send'**.

You can verify that your message was sent by either looking at the Conversations in your inbox or clicking on Sent in your inbox
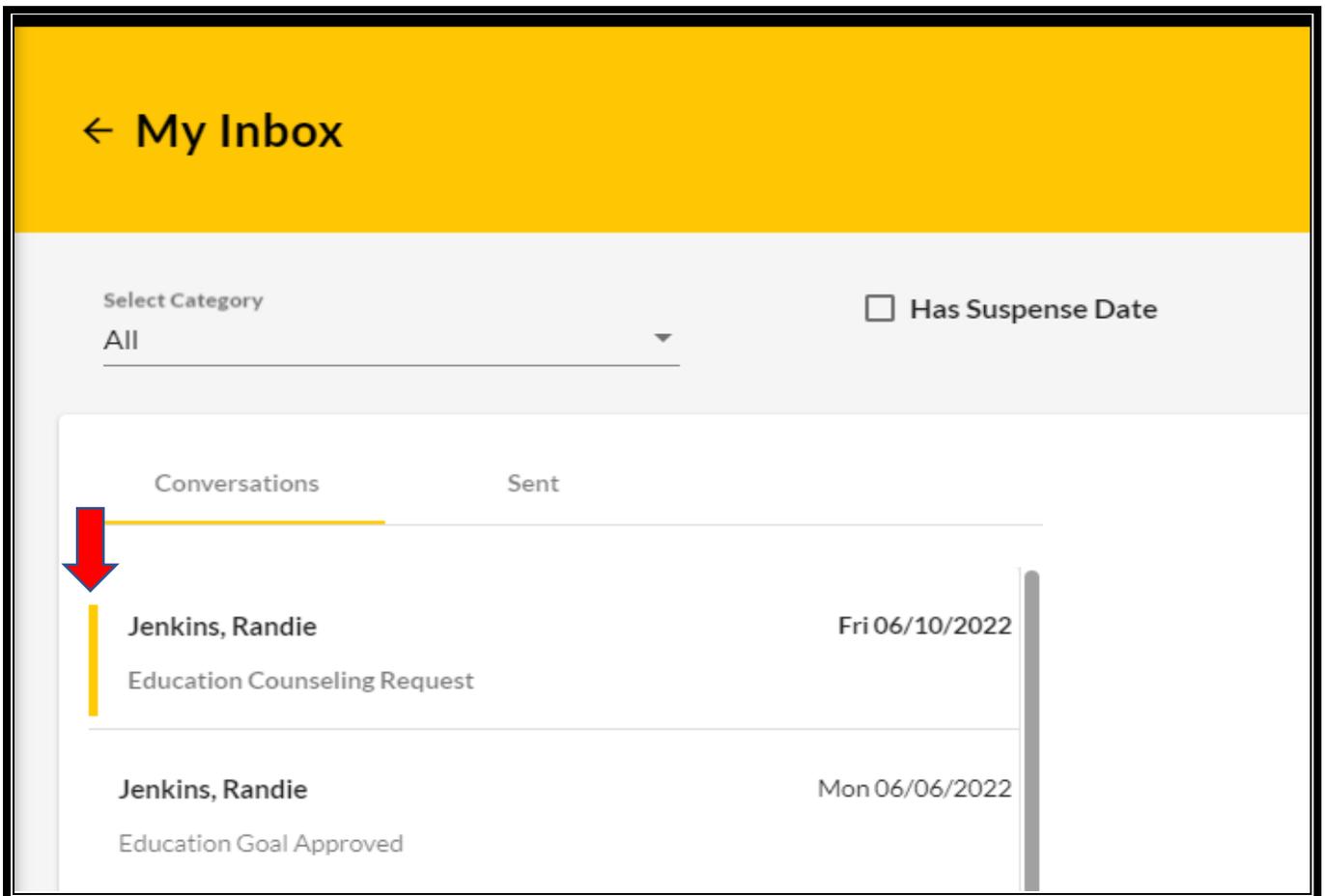
Log into your ArmyIgnitED account and click the mail icon at the top left of the screen. The red number on the mail icon will show how many unread messages you have.
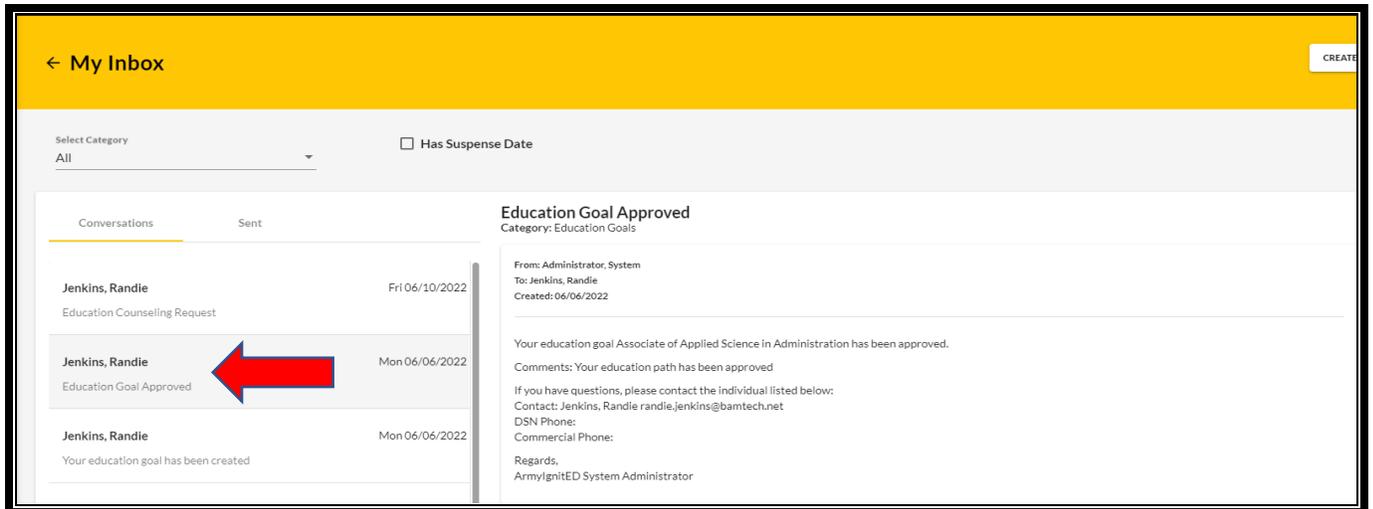

After clicking the mail icon, you will see a preview of your new messages.

<mark>**NOTE:** the dark <u>yellow</u> line to left of the message denotes if the message has been read or not.</mark>
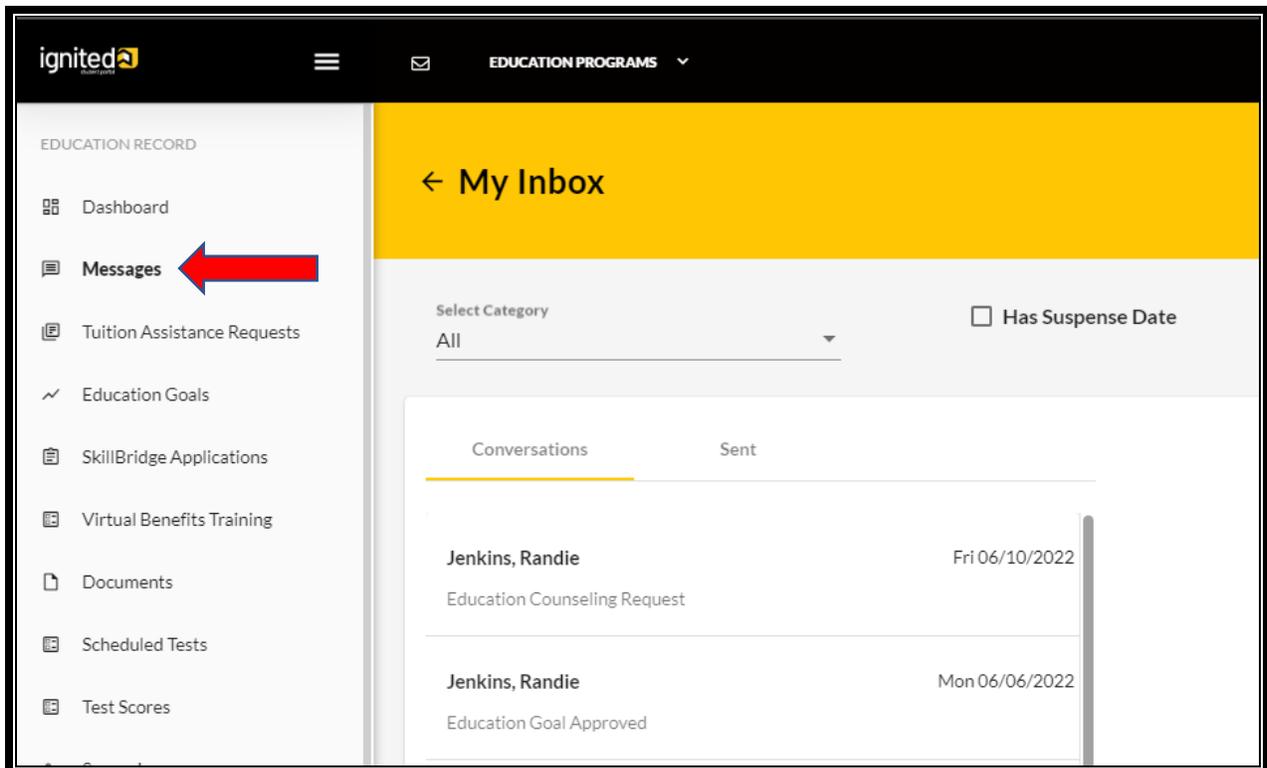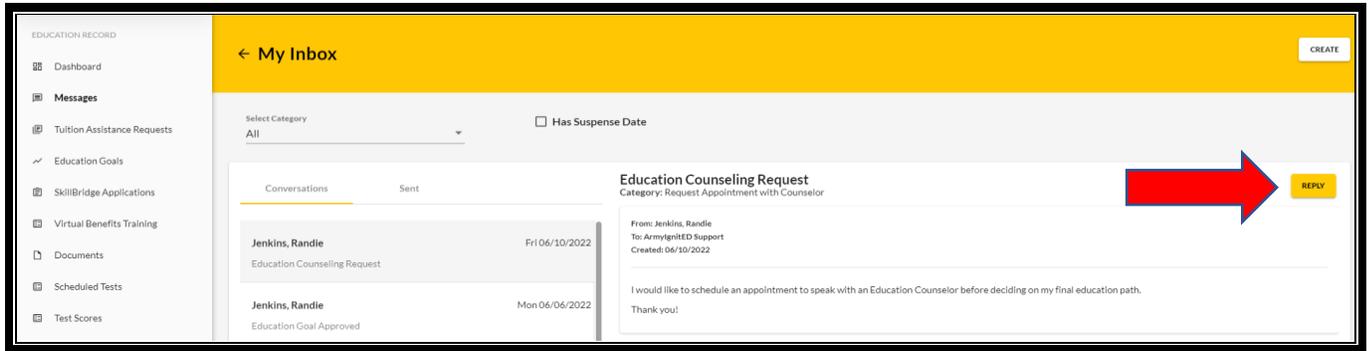
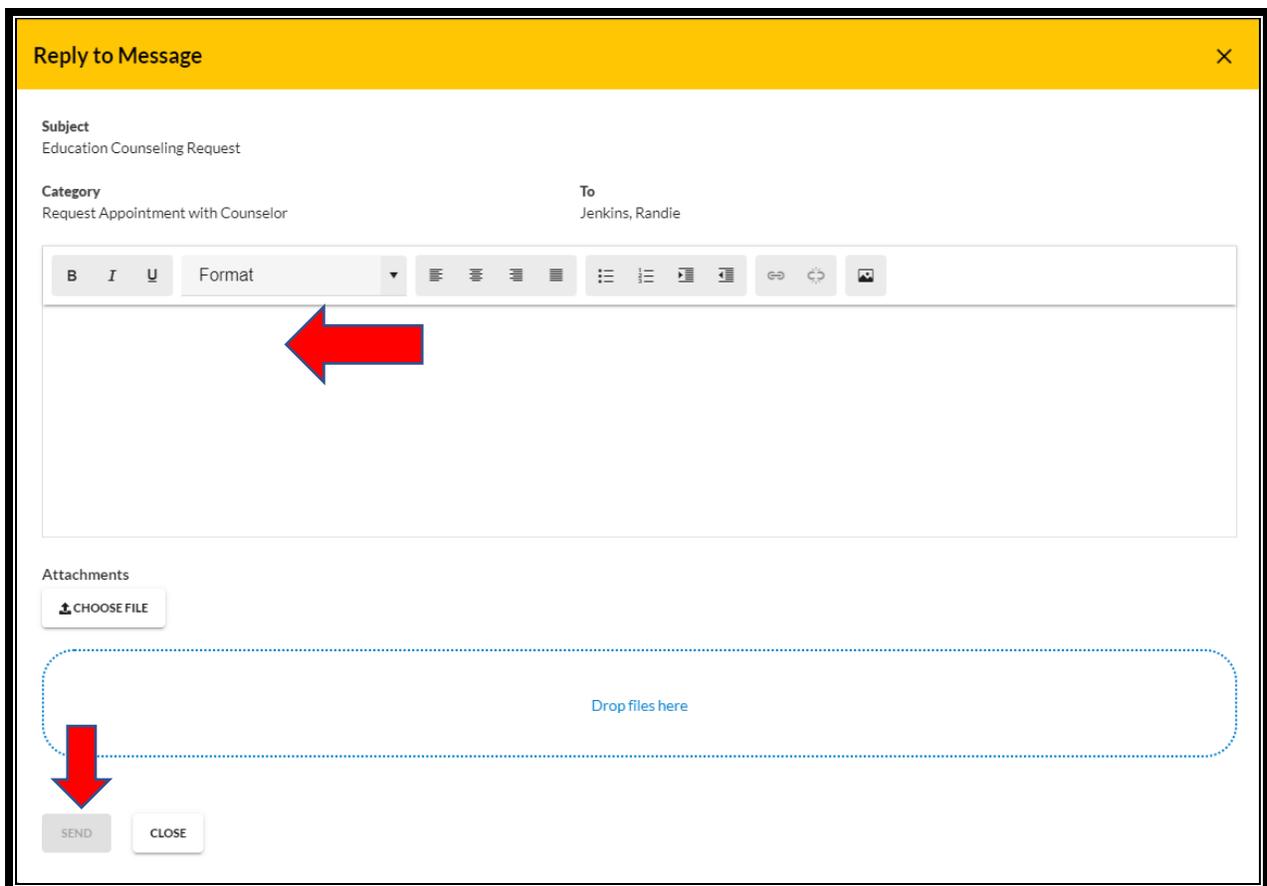Click on the message to open the message:

Replying to a Message:

Click **'Messages'** on left side menu:

Click on the message and then click **'Reply'** near upper right:

Enter your reply and click '**Send**':

NOTE: If you see a green check next to one of your conversations, this means your message has been resolved/closed. If you still have further questions you will need to create a new message