

Private Messages

Help

Posted by: Webmaster

Posted on : 2005/10/18 3:20:00

This help article covers [Viewing](#) and [Sending](#) Private Messages.

Public or Private

Many things are appropriate to discuss openly on the website forums. You might think no one else could care about that old house, or the photo storage boxes you found you a good deal on, but you would probably be wrong. If there is a chance information, no matter how trivial, might be of general interest, we urge you to keep it public. But there are times when things are best kept private.

Inbox

Private messages can be viewed from the [Inbox](#) section of the "User Menu." If you have messages waiting, the Inbox menu item will change color, and show the count of waiting messages. This is a sample Inbox view:

Private Messages					
Profile »» Inbox					
		From	Subject	Date	
<input type="checkbox"/>			Webmaster	[Roane County Historical Society, Inc.] auto-notify : SMITH registered	2007/10/16 16:41:37
<input type="checkbox"/>		user	This is an Example PM		2007/10/16 16:05:29
Send		Delete			

Sending PM's

Even if a user has elected to not publicly share an email address, private messaging is an available option. The Private Message option is commonly called "PM." PM buttons are available in many places. Click the PM button and a [PM Posting](#) screen will open, where you can write and send your message.

Also from the [Inbox](#) there is a "Send" button. Click on this button to open a [PM Posting](#) screen. This will include a drop down list, where you can pick the intended recipient.