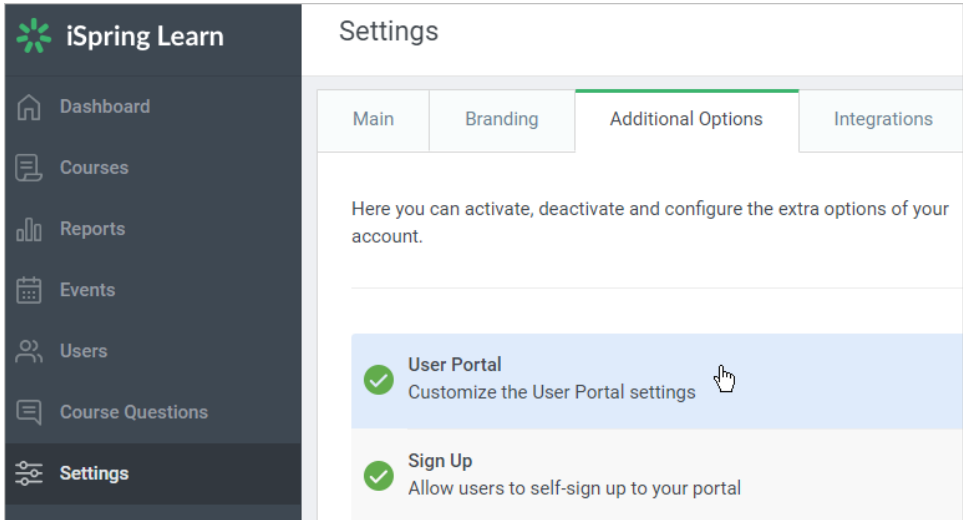


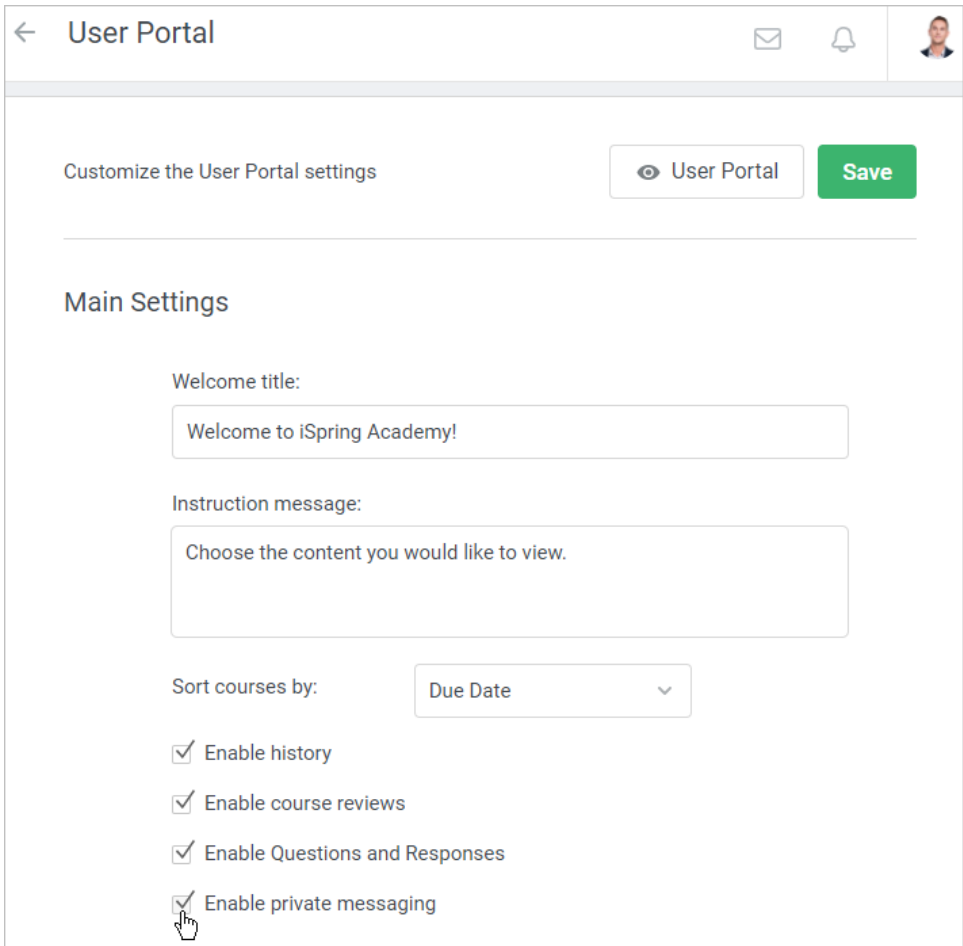
Enabling Messaging

To switch on messaging:

1. Open the **Settings** section, click the **Additional Options** tab and select **User Portal**.



2. On the **User Portal** page, check **Enable private messaging**. Finally, click **Save**.



3. To access messages in the admin portal, click the envelope icon on the top panel.

