

# BLACKXCHANGE.NET™

YOUR SEARCH ENGINE OF THE BLACK COMMUNITY

BLACKXCHANGE.net™ USER GUIDE

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## SECTION 5 – MESSAGES

### MESSAGES – INBOX

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FIGURE 17

By choosing the “Messages” icon on the MEMBERS HOME PAGE, you will be redirected to your personal messages page. This page shows your inbox area and gives you control to all of your messages. For your convenience we have broken the messages page into three categories: Your “Inbox” is a gathering off all the messages that have



been previously sent to you as a member of BLACKXCHANGE.net™. Some of these messages will be from the administration; letting you know about updated events, or new features. Most of your messages will come from other BLACKXCHANGE.net™ members. As you post your profile, other businesses will contact you about your products/services and you will be on your way to connecting to other members. (Refer to figure 17)

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## MESSAGES - DELETED



Your "Deleted" folder is the messages that you have previously deleted from your inbox. By automatically storing your previous messages into your "Deleted" folder, you will be able to view the old messages, when they were sent, who they are from, the subject of the message and if they were read, or remained unopened. These messages at all times can be restored which will place the deleted message into your inbox folder once again. (Refer to figure 18)



FIGURE 18

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## MESSAGES - SENTBOX



Your "Sentbox" keeps all the copies of previously sent messages to other users. You will be able to see when you sent each message, who you sent it to, and the subject of the message and the status of each message. You are able to delete the messages that have been previously sent to you as well, simply click delete, and the messages will be deleted from your sentbox. (Refer to figure 19)



FIGURE 19

If you have any questions at any time, please feel free to contact us. **Office:** (559) 251-1200 **Fax:** (559) 251-1222  
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