




## Ag Banking Online (ABOL) Messages

- 1) Click **Messages** in the left navigation pane
  - a) To send a new message
    - i) Click the **create a message** link or click the Pencil icon (  )
    - ii) Select the **Recipient** by using the drop-down
    - iii) Enter a **Message subject**
    - iv) Enter a **Message**
    - v) Click **Attach a file** and navigate to a supported file type (if applicable)
    - vi) Click **Go back** to close the New Conversation pane and cancel the message or click **Send message** to send your message
    - vii) Click **Close** on the **Message Sent** pop-up
    - viii) Message will appear in the left panel under **Conversations**
  - b) Working with messages
    - i) Click the **message** in the left panel to display the **thread** in the right panel
    - ii) Check **This message should never expire** if you want to make sure it is always in your messages
    - iii) Click the **Delete** icon (  ) to delete the message
    - iv) Click the **Reply** icon (  ) to reply to the message
    - v) Click **Delete multiple** at the bottom of the left panel, select all messages to delete, and click **Delete** at the bottom or **Cancel** to cancel deleting