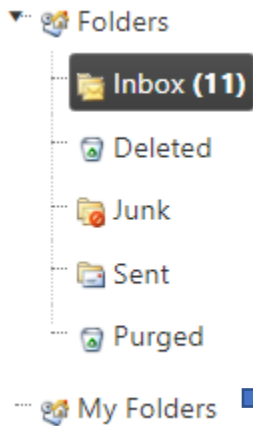


How Employer can manage their Message Center

Employer can view up to 500 messages in the Message Center in the UC Benefits System. When the inbox reaches the maximum view of 500, the system holds any new message and releases it when there is an available space. Employer can better manage their Message Center by creating folders and move their saved messages to the folders.



To add a new message folder:

1. From the Messages tab, right-click on **My Folders**. The Add/Delete pop menu displays.
2. Click **Add**, enter a name in the entry box that appears.
3. Press **Enter** to save it.

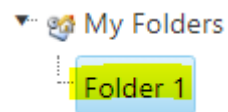
Note: You can only delete folders you have created.

To Move a message to a folder:

Click the checkbox in the Select column next to the message, click **Move to Folder** below the list, and then click the desired folder you want the message to go to.

<input type="checkbox"/>		POSTMASTER	Notice of Financial Determination - Employer	07/14/2021 06:47 PM	<input checked="" type="checkbox"/>
Page size: 10					11 items in 2 pages

[[Mark As Read](#) | [Delete Selected Item\(s\)](#) | [Mark As Unread](#) | [Move To Folder](#)]



Delete a message

Employer can also delete a message by clicking its checkbox in the Select Column and then click [Delete Selected Item](#) link below the list.

<input type="checkbox"/>		POSTMASTER	Notice of Financial Determination - Employer	07/22/2021 10:45 PM	<input checked="" type="checkbox"/>
<input type="checkbox"/>		POSTMASTER	Notice of Financial Determination - Employer	07/14/2021 06:47 PM	<input checked="" type="checkbox"/>
Page size: 10					11 items in 2 pages

[[Mark As Read](#) | [Delete Selected Item\(s\)](#) | [Mark As Unread](#) | [Move To Folder](#)]