Auto Delete Messages After Reply – Message Center

Messages can be set to auto delete once a user forwards or replies to the message.

One-time set-up for user preferences:

Message Center

Inbox Summary

| Inbox | Proxies | Pools |

Display: Last 90 Days

Inbox Items (0)
- Orders
- Documents
- Results
- **Messages**
- Results FYI

1. Open **Messages** Inbox within Message Center

2. Click **Inbox** in Menu bar

Inbox   Help
- Empty Trash
- Manage Ad Hoc List
- Manage Configuration
- Manage Out of O...
- Manage Pools
- Manage Preferences
- Manage Proxy
- Query Future Reminders
- Select Read Only Inbox
- Show Completed
- Show Preview Pane

3. Click **Manage Configuration**

4. Click **Behavior Prefs** tab within Configuration window

Setup for Reeder... Angela L

| Configuration | **Behavior Prefs** | Manage Pools | Manage Proxy | FYI Result Subscriptions |

General category should be selected

5. **Checkmark** – Default delete/complete checkbox when forwarding or replying

Configuration

- **General**
- Message
- Reminder/Letter
- Consult Request

Messaging

☑ After completing... item move to the next item in my Inbox

☑ Warn if s...ng a message or reminder with no recipient

☑ Default delete/complete checkbox when forwarding or replying