



Tutorial: How Messages Are Organized in My Business Mailbox

Your time is valuable and Briz is about maximizing your time with the most efficient tools possible. Your business mailbox is a shared mailbox. That means that all employees or owners of your organization that you give communication access to will be able to send, receive, and view messages in your business mailbox. If an employee responds to a message you'll see that they have responded, and you'll be able to see the response. You no longer have to worry about duplicating work or being unorganized when communicating with clients.

See the next page.



Step 1

Click on "Messages", under your business.

The screenshot shows the Briz.com user interface. At the top, the Briz.com logo and tagline "connecting businesses & consumers as the free local business-driven network" are displayed. A navigation bar includes links for Home, My Briz, Consumer Market, Business Market, Learn More, Invite Friends, and Log Out. The user is logged in as John.

Left Sidebar:

- Welcome John,
 - My Briz
 - My Dashboard
 - My Messages
 - My Profile
 - My Settings
- My Businesses**
 - John's Business
 - View Profile
 - Dashboard
 - Edit Profile
 - Post Items
 - Messages
 - Resources
- My Quickie**

A quick place to jot down businesses and items you're viewing. It can hold the 12 newest items you've added.

Main Content Area:

- My Briz**

Your My Briz page keeps all of your favorite businesses, events, coupons, news and more.
- My Favorite Businesses**

Your businesses are empty. It's important to save your favorite businesses so you can quickly and easily see any news, events, or coupons they may have on your [Dashboard](#).

Trying [searching](#).
- My Events**

Your events are empty.
- My Coupons**

Your coupons are empty.
- My News**

Your news is empty.

Right Sidebar:

- My Networks**

Area: Syracuse, 13210

[Edit My Networks](#)
- My Confirms**

Empty.
- My Businesses**

Owner Status:
John's Business
 - [View Profile](#)
 - [Edit Profile](#)
 - [Post Items](#)
 - [Messages](#)
 - [Resources](#)
- Create A Business Or Location**

For business owners and



Step 2

Your messages will now appear in order starting with the most recent. You can also view your messages from your other business locations by using the scroll menu below.

The screenshot shows the Briz.com user interface. At the top, the Briz.com logo and tagline "connecting businesses & consumers as the free local business-driven network" are visible. Below this is a navigation bar with links for Home, My Briz, Consumer Market, Business Market, Learn More, Invite Friends, and Log Out. The current mailbox is identified as "City Transport Trucking".

On the left side, there is a sidebar with several sections:

- Welcome Jed,** with links to My Briz, My Dashboard, My Messages, My Profile, and My Settings.
- My Businesses** section, currently showing "City Transport Trucking" with links to View Profile, Dashboard, Edit Profile, Post Items, Messages, and Resources.
- Dirty Work** section.
- My Quickie** section, described as a quick place to jot down businesses and items you're viewing.

The main content area is titled "My Mailbox" and "Business Mailbox". The "Business Mailbox" section includes a dropdown menu currently set to "City Transport Trucking" and a "Go" button. Below this, the "Inbox | Sent" section is visible, showing an "Inbox" with a "Message Status" dropdown and an "Update Message" button. The current message is from "John" dated "2/10/08 - 2:05 PM" and is marked as "Read". The message content begins with "Delivery" and "Will you still be making the deliveries for me through the month of".