



Tutorial: How Messages Are Organized in My Mailbox

On Briz, users have the ability to send and receive messages from both their consumer accounts as well as business accounts. Accessing your personal consumer messages is simple. You'll first want to be on the "My Briz" page while you are logged into your account.

Step 1

Click on "My Messages", as seen in the picture below.

The screenshot shows the Briz.com website interface. At the top is the Briz.com logo and tagline "connecting businesses & consumers as the free business-driven network". Below this is a navigation bar with links for Home, My Briz, Consumer Market, Business Market, Learn More, and Log Out. The main content area is titled "My Briz" and features a banner image of silhouettes of people jumping against a sunset cityscape. The left sidebar contains a welcome message for "John" and a navigation menu with links: My Briz, My Dashboard, My Messages (highlighted by a red arrow), My Profile, and My Settings. Below the menu is a "My Quickie" section. The main content area is divided into several sections: "My Favorite Businesses" (empty), "My Events" (empty), "My Coupons" (empty), "My Networks" (Area: Syracuse, 13210, Edit My Networks), and "My Confirms" (Empty). At the bottom right, there is a "Create A Business Or Location" button.



Step 2

In your “My Mailbox” page you can view your received messages as well as your sent messages. Your messages will automatically be displayed with the most recent messages first. You can switch between viewing received and sent messages, simply click “Inbox” or “Sent”, as seen below.

Tip: When you send a message to many businesses at once, each business will receive an individual copy which they can then choose to privately respond to you.

The screenshot displays the Briz.com user interface. At the top, the Briz.com logo is shown with the tagline "connecting businesses & consumers as the free local business-driven network". Below this is a navigation bar with links for Home, My Briz, Consumer Market, Business Market, Learn More, Invite Friends, and Log Out. The user's name, "Mailbox: John", is displayed. On the left, a sidebar contains a "Welcome John," section with links to My Briz, My Dashboard, My Messages, My Profile, and My Settings. Below this is a "My Quickie" section. The main content area features a banner with silhouettes of people jumping against a sunset background, with the text "All of your messages to and from businesses are below in your mailbox." Below the banner is a "My Mailbox" section with a large blue box containing the text "HERE" and arrows pointing to "Inbox | Sent". The "Inbox" section shows a list of messages, with the first message from "City Transport Trucking" dated "2/10/08 - 2:08 PM" and marked as "Unread". The message content includes a "Thanks" heading and the text "We really appreciate you using our services. Thanks again."