

## Tutorial: Inbox

### OVERVIEW

<b>Description:</b>	In this section, you can: 1. <a href="#">View received messages</a> 2. <a href="#">View sent messages</a> 3. <a href="#">View your Ad postings</a> 4. <a href="#">Reply to a message</a> 5. <a href="#">Write a message</a> 6. <a href="#">Forward a Message</a> 7. <a href="#">Save received/sent messages</a> 8. <a href="#">Search in your messages</a> 9. <a href="#">Sort your messages</a>
<b>Need Help:</b>	<a href="mailto:support@polygon.net">support@polygon.net</a> 1-800-221-4435 (select '3' for Support in the menu options)

Polygon's Direct Message (DM) system is similar to other email systems you have used. Your Polygon account has an Inbox. To ensure a secure messaging system, you cannot receive email outside the Polygon Network in your Inbox and you cannot send Direct Messages (DMs) outside the Polygon Network. However, you can set an Email Alert that will notify you each time you receive a DM under the Preferences tab. The alert will be sent to the email address you provide.

### 1- HOW TO

#### 1. View Received Messages

##### Useful tips

- Messages in your inbox will expire after 9 months after which they will automatically be deleted unless you have saved them.
- Viewing preferences for how you view your messages can be set under the 'Preferences' tab.
- If you are reading a reply to you, the original message will appear at the top and the reply to you will appear on the bottom.
- To find out more information about the sender, click on the company name in the 'From'.
- To print a mail message, click on the print icon at the far right of the opened message.

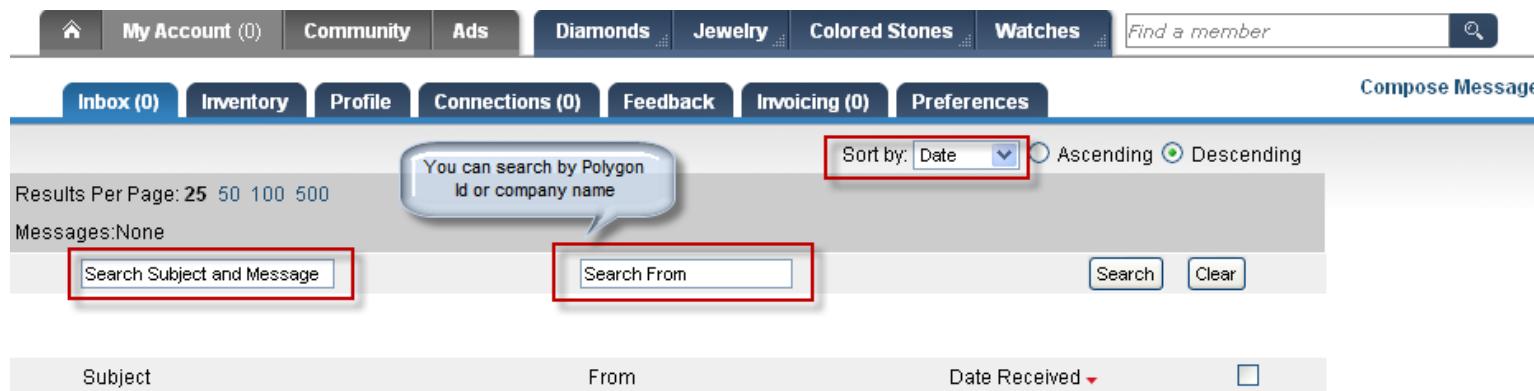
- Go to the "My Account" tab



The screenshot shows the Polygon user interface. At the top, there is a navigation bar with links for Home, My Account (0), Community, Ads, Diamonds, Jewelry, Colored Stones, and Watches. A search bar is also present. Below the navigation bar, there is a sub-navigation bar with links for Inbox (0), Inventory, Profile, Connections (0), Feedback, Invoicing (0), and Preferences. On the right side of the sub-navigation bar, there is a 'Compose Message' button. Below the sub-navigation bar, there is a search bar with dropdowns for 'Sort by' (Date, Ascending, Descending) and a 'Results Per Page' dropdown with options 25, 50, 100, and 500. A message 'Messages:None' is displayed. At the bottom, there are search and clear buttons for 'Search Subject and Message' and 'Search From'.

- Your Inbox will automatically show up displaying all your received messages
- New messages will be in bold font

- You can sort your messages by date, subject or who it's from



The screenshot shows the Polygon software interface with the 'Inbox (0)' tab selected. At the top, there is a navigation bar with tabs: Home, My Account (0), Community, Ads, Diamonds, Jewelry, Colored Stones, Watches, and a search bar 'Find a member'. Below the navigation bar is a menu bar with tabs: Inbox (0), Inventory, Profile, Connections (0), Feedback, Invoicing (0), Preferences, and a 'Compose Message' button. A tooltip 'You can search by Polygon Id or company name' points to the search bar. Below the menu bar, there is a search section with 'Sort by: Date' dropdown (highlighted with a red box), 'Ascending' (radio button), 'Descending' (radio button, selected), 'Search Subject and Message' input field (highlighted with a red box), 'Search From' input field (highlighted with a red box), 'Search' button, and 'Clear' button. At the bottom, there are filters for 'Subject', 'From', 'Date Received', and a checkbox.

- You can also access your inbox by clicking on the messages icon from your chat bar

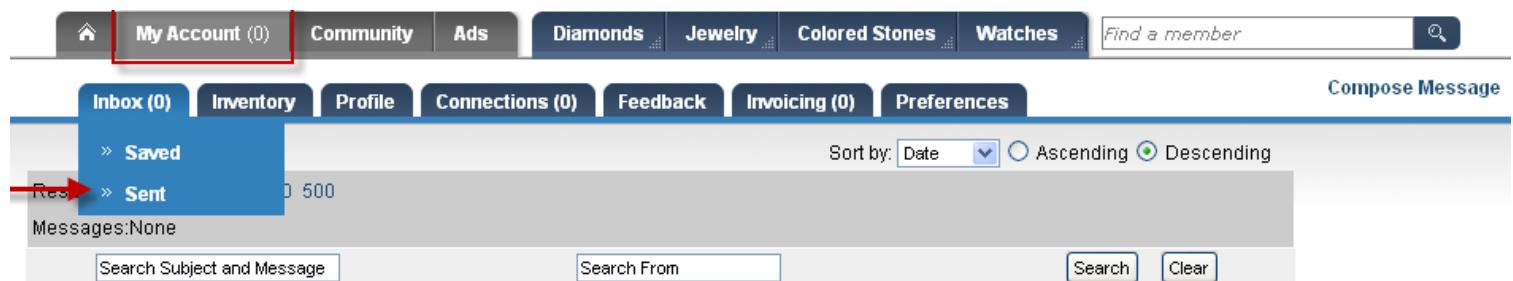


## 2. View sent messages

### Useful tip

- Messages in your 'Sent' will expire after 30 days after which they will automatically be deleted unless you have saved them.

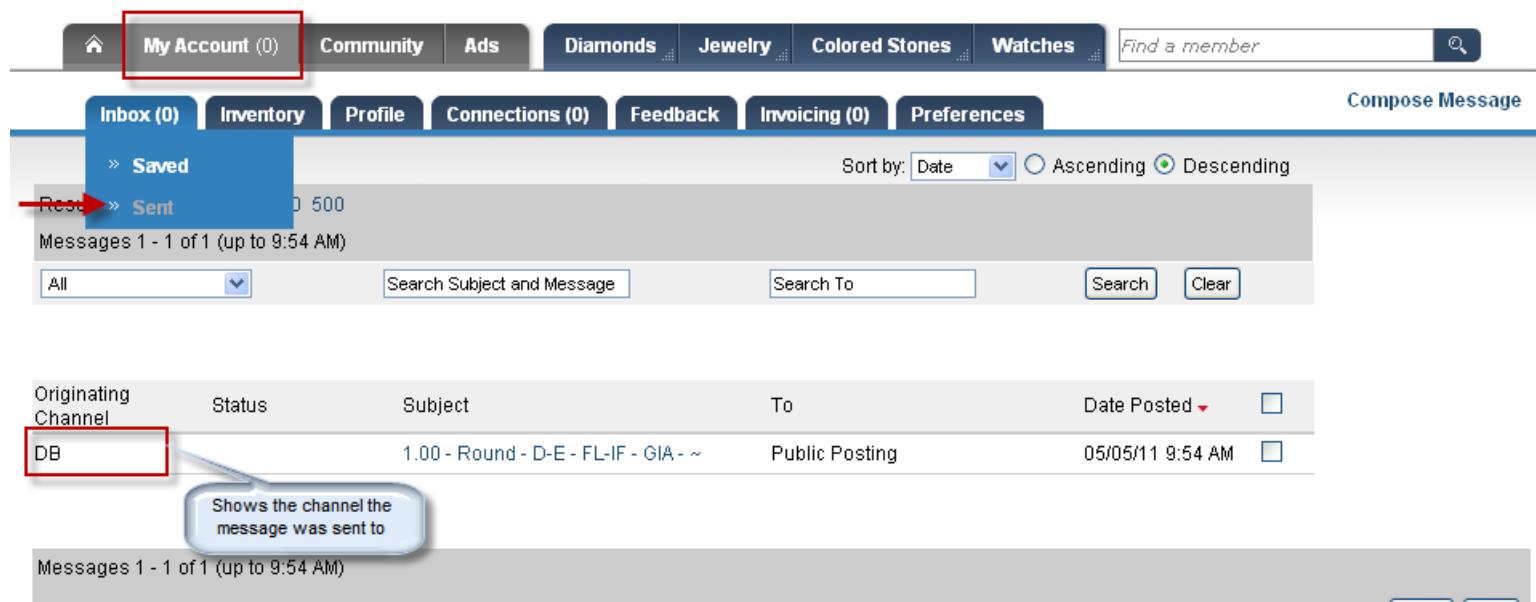
- Go to the "My Account" tab
- Go to "Inbox"
- Choose "Sent" from the drop down list
- You can sort these messages as well by date, subject, or who it's from



The screenshot shows the Polygon software interface with the 'My Account (0)' tab selected. At the top, there is a navigation bar with tabs: Home, My Account (0), Community, Ads, Diamonds, Jewelry, Colored Stones, Watches, and a search bar 'Find a member'. Below the navigation bar is a menu bar with tabs: Inbox (0), Inventory, Profile, Connections (0), Feedback, Invoicing (0), Preferences, and a 'Compose Message' button. A red arrow points to the 'Sent' tab in the dropdown menu. Below the menu bar, there is a search section with 'Sort by: Date' dropdown (highlighted with a red box), 'Ascending' (radio button), 'Descending' (radio button, selected), 'Search Subject and Message' input field, 'Search From' input field, 'Search' button, and 'Clear' button. At the bottom, there are filters for 'Subject', 'From', 'Date Received', and a checkbox.

### 3. View your Ad postings

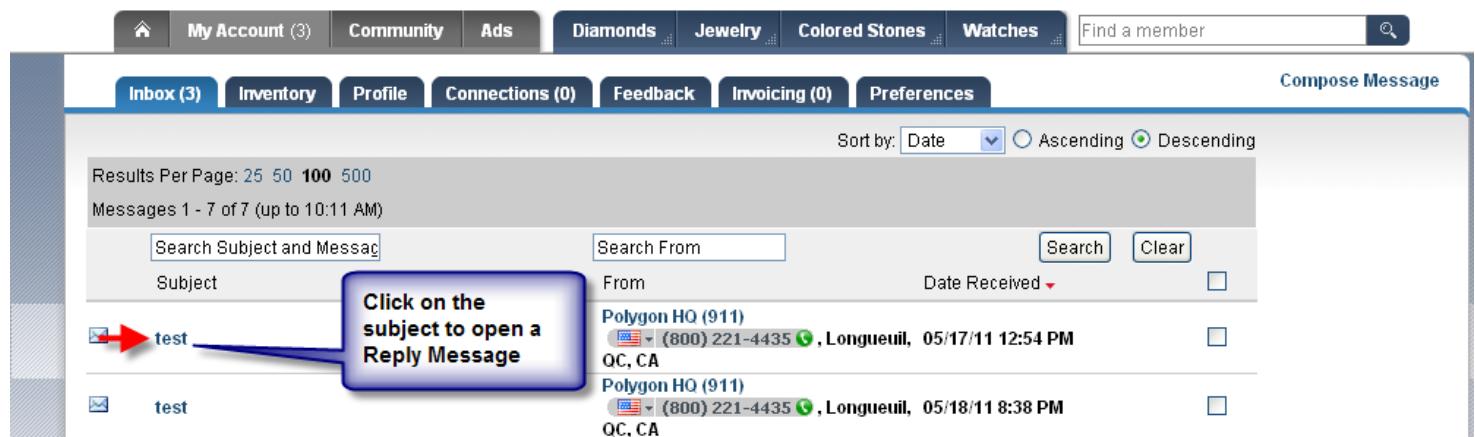
- Go to the “My Account” tab
- Go to “Inbox”
- Choose “Sent” from the drop down list
- Ad postings will be in the same sent folder as your messages to other members



Originating Channel	Status	Subject	To	Date Posted
DB	1.00 - Round - D-E - FL-IF - GIA - ~	Public Posting	05/05/11 9:54 AM	

### 4. Reply to a message

- Click on the message Subject to open a Reply message



Subject	From	Date Received
Polygon HO (911) (800) 221-4435, Longueuil, 05/17/11 12:54 PM	OC, CA	
Polygon HO (911) (800) 221-4435, Longueuil, 05/18/11 8:38 PM	OC, CA	
test		

Note: If you are replying to a reply to you, the history of the DM conversation will display at the top of the screen.

- Write your message and hit the 'Reply DM' button

### Polygon - Direct Message Reply

Categories	Subject	From	Posted
DM - Direct Message	test	Polygon HQ (911) (800) 221-4435, Longueuil, QC, CA	05/18/11 8:38 PM
<div style="text-align: right;"> <a href="#">Print</a>  <a href="#">Forward</a>  <a href="#">Save</a> </div>			

**Subject ^**

RE: test

**Reply DM**

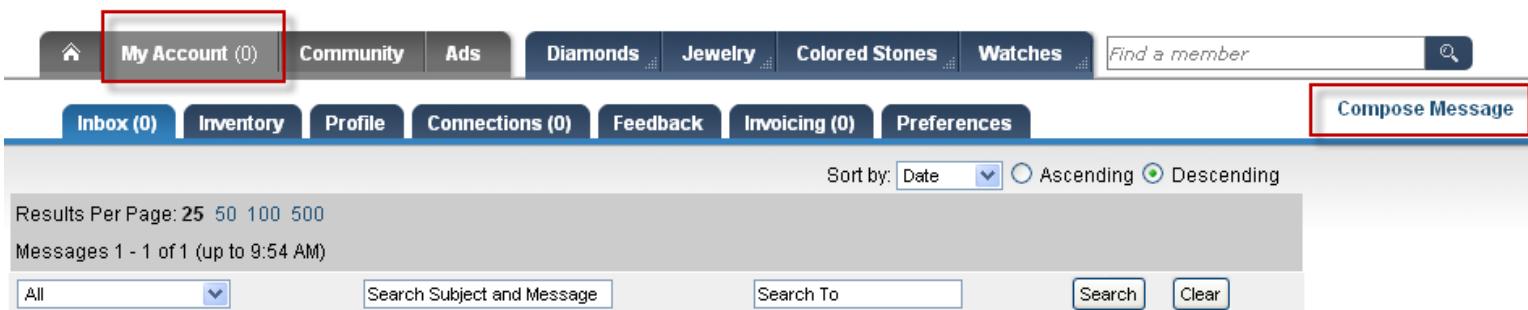
**Reply ^**

**write your message here**



### 5. Write a message

- Go to the "My Account" tab
- Go to "Compose Message"



My Account (0)    Community    Ads    Diamonds    Jewelry    Colored Stones    Watches    Find a member

Inbox (0)    Inventory    Profile    Connections (0)    Feedback    Invoicing (0)    Preferences    Compose Message

Results Per Page: 25 50 100 500

Messages 1 - 1 of 1 (up to 9:54 AM)

Sort by: Date    Ascending    Descending

All    Search Subject and Message    Search To    Search    Clear

- Enter one or more Polygon member Id numbers in the 'Select Member(s)' field. If you do not know the Poly ID#, click 'Find a Member' to search for their name or Company. You can also browse through your connections to send a message to all of your connections. Up to 10 Poly IDs can be entered at once (unless they are from your connections, whereas there is no limit). To write to more than one member at a time, enter the Poly IDs with a comma between and no spaces.
- Enter in subject and compose your message
- If needed you can add up to 5 pictures at the bottom of the screen
- Click send preview to view the message before sending or click send to send the message

**Compose Message**

**Enter the member Poly ID #**

**Select Member(s)** 
>> Find a Member   >> Browse Connections

**Subject \***

**Message \***

**B** **I** **U** **ABC** | **Styles** | **Paragraph** | **Font size** | **A** **ab**



**Compose your message here**

**If you do not know the Poly ID#, click here to search by name**

(\* required information)

**Click here to browse through Polygon member connections**

You can add your website here

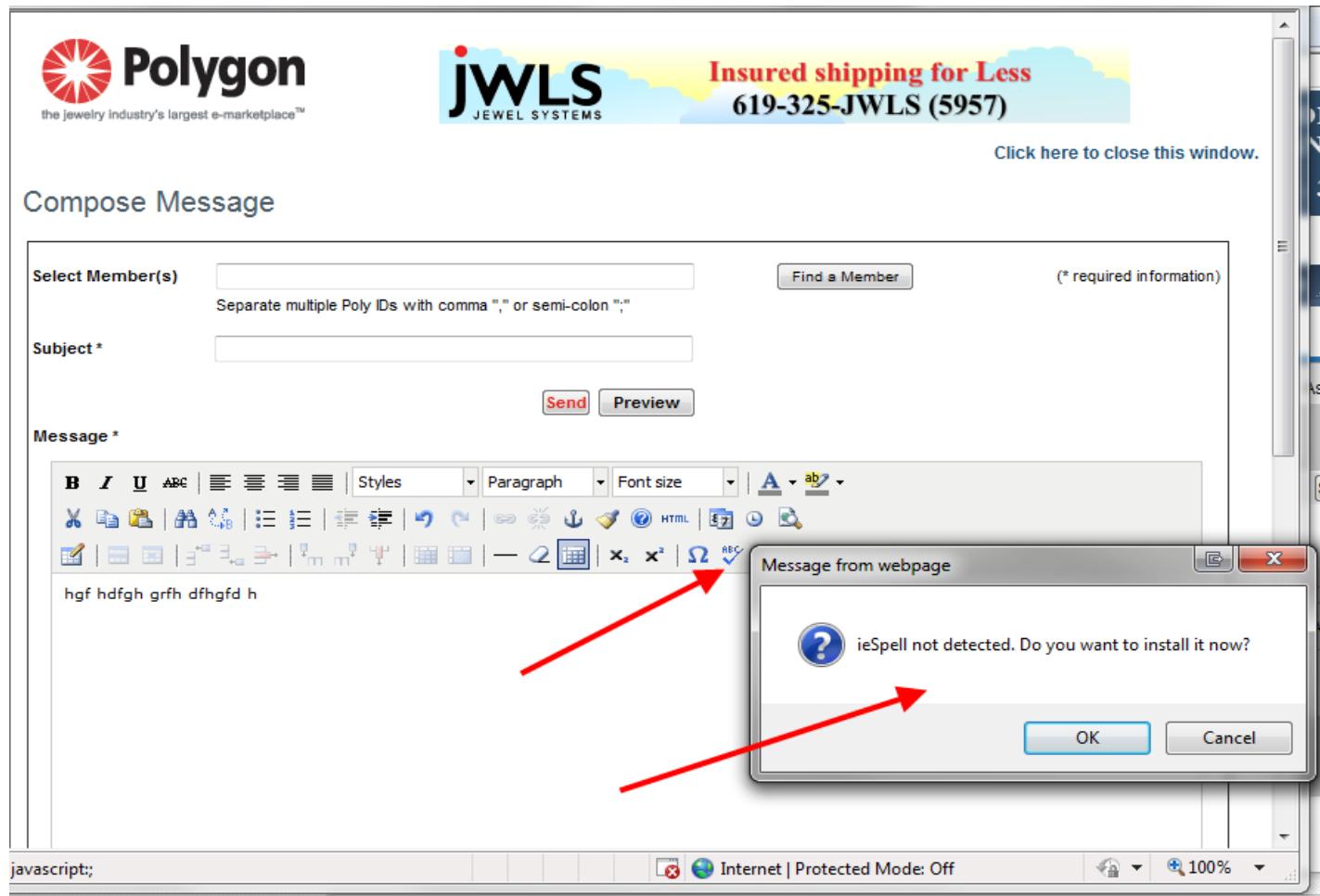
**Path:**

**Hyperlink(s):** 
The length for the hyperlinks cannot exceed 500 characters.

**Attachment(s):** (Click **Browse** to choose a file to attach and then click **Open**.)

**Browse...** The total attachment size cannot exceed 2 MB.

- Spellcheck is now available when writing a message. If you are using the Internet Explorer browser, you will be prompted to download the spellchecker. If you are using Firefox, you automatically have a spellchecker and will not be prompted to download one.



- Download the Spell Checker by selecting the 'download now' link

ieSpell - Download - Windows Internet Explorer

http://www.iespell.com/download.php

Favorites ieSpell - Download

# ieSpell - A Spell Checker for Internet Explorer

## Download

Important - ieSpell is free for personal use only. Commercial use requires a separate license. See [Licensing](#) for more information.

Latest version - v2.6.4 (build 573) - 1.99MB - released 20th February 2010

To download, simply click on any one of the download icons  in the table below. Please see the [Installation instructions](#) and [Usage instructions](#) for help.

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**AWARDS**

 **5**

**Minimum system requirements:**

- Windows 9x/ME/NT/2000/XP/Vista/7
- Internet Explorer 5.0 or higher
- 7 MB of free disk space (More if you install the optional language packs)

 SOFTPEDIA™  
certified by www.softpedia.com

- Once downloaded, you can use the spell checker

[Click here to close this window.](#)

The screenshot shows a 'Compose Message' window with a spell checker dialog box overlaid. The dialog box is titled 'ieSpell - English (U.S.)' and contains the following fields and buttons:

- Not in Dictionary:** utyr
- Replace with:** uteri
- Suggestions:** [Look up meaning](#)
- Buttons:** Ignore, Ignore All, Change, Change All, Add, Options..., Cancel

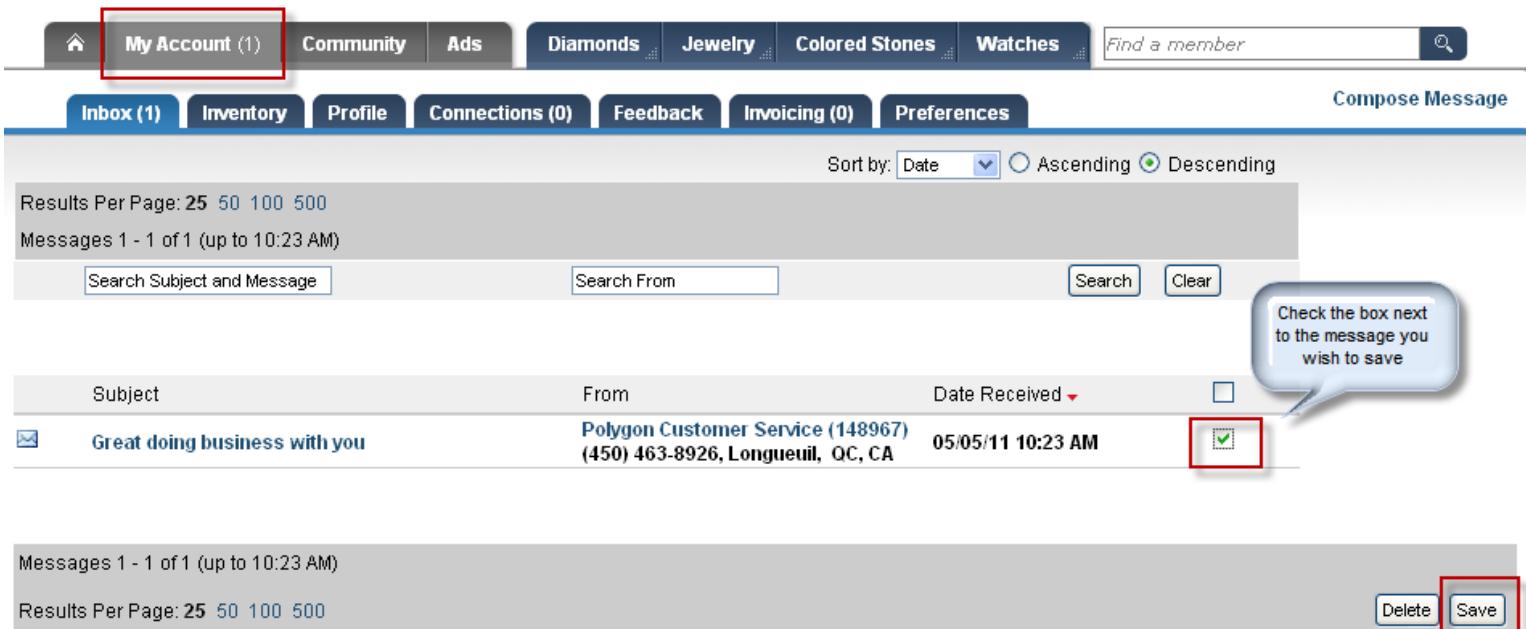
The 'uteri' suggestion is highlighted in blue. The message body below the dialog shows the text 'utyr' with a cursor, and the corrected text 'uteri' is visible.

## 6. Forward a message

- From your opened message, click on the 'Forward' link
- Write your message (same as Write a message)
- Click 'Forward'

## 7. Save received/sent messages

- Go to the "My Account" tab
- Click the check box to the right of the message
- Choose "Save" on the bottom right hand corner



My Account (1) Community Ads Diamonds Jewelry Colored Stones Watches Find a member

Inbox (1) Inventory Profile Connections (0) Feedback Invoicing (0) Preferences Compose Message

Sort by: Date Ascending Descending

Results Per Page: 25 50 100 500

Messages 1 - 1 of 1 (up to 10:23 AM)

Search Subject and Message Search From Search Clear

Subject	From	Date Received	
<a href="#">Great doing business with you</a>	Polygon Customer Service (148967) (450) 463-8926, Longueuil, QC, CA	05/05/11 10:23 AM	<input checked="" type="checkbox"/>

Check the box next to the message you wish to save

Messages 1 - 1 of 1 (up to 10:23 AM)

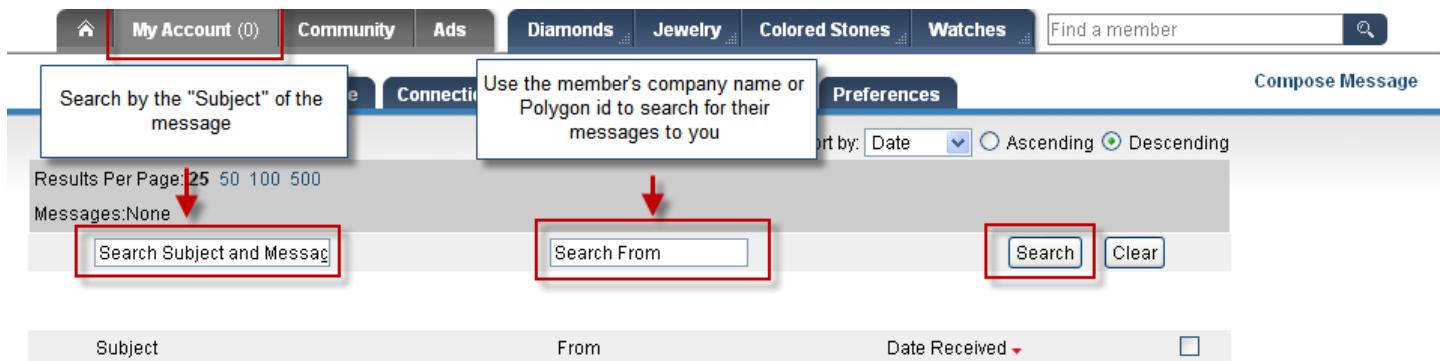
Results Per Page: 25 50 100 500

Delete Save

## 8. Search in your messages

You can search for a message by author or subject from your inbox, saved and sent messages

- Go to the “My Account” tab
- Enter the subject and/or company name or Polygon ID of the member whose message you want to search for
- Click “search”



Search by the "Subject" of the message

Use the member's company name or Polygon id to search for their messages to you

Sort by: Date Ascending Descending

Results Per Page: 25 50 100 500

Messages:None

Search Subject and Message

Search From

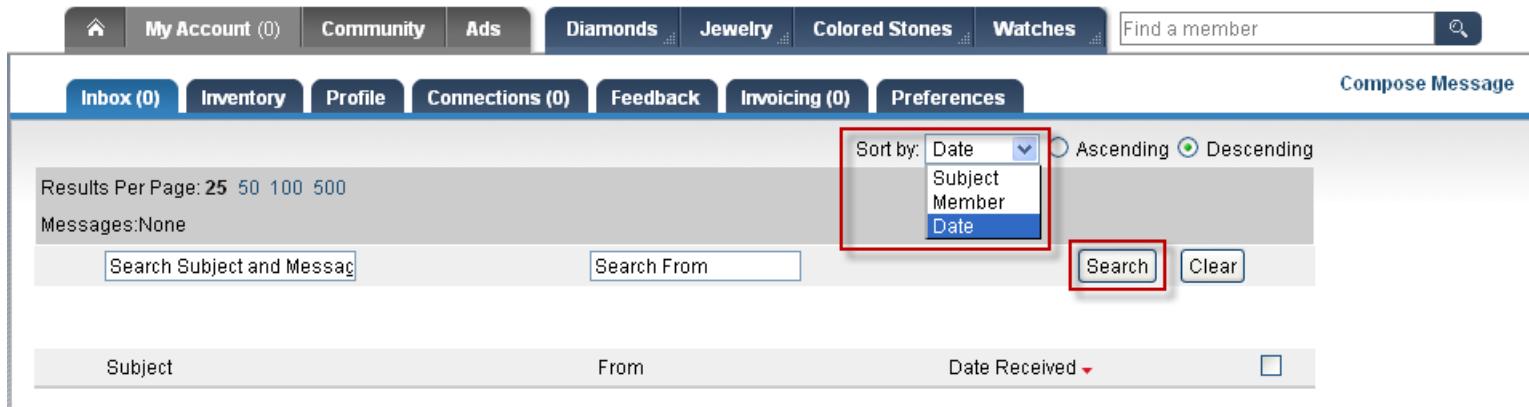
Search Clear

Subject From Date Received

## 9. Sort your messages

You can sort your messages by date, subject or from.

- Go to the “My Account” tab
- Next to sort by, use the drop down arrow to choose “Date”, “Subject” or “Member”
- Click “Search”



My Account (0) Community Ads Diamonds Jewelry Colored Stones Watches Find a member

Inbox (0) Inventory Profile Connections (0) Feedback Invoicing (0) Preferences

Compose Message

Results Per Page: 25 50 100 500

Messages:None

Search Subject and Message

Search From

Sort by: Date Ascending Descending

Subject Member Date

Search Clear

Subject From Date Received