

Tutorial: Inbox

OVERVIEW

Description:	<p>In this section, you can:</p> <ol style="list-style-type: none"> 1. View received messages 2. View sent messages 3. View your Ad postings 4. Reply to a message 5. Write a message 6. Forward a Message 7. Save received/sent messages 8. Search in your messages 9. Sort your messages
Need Help:	<p>support@polygon.net 1-800-221-4435 (select '3' for Support in the menu options)</p>

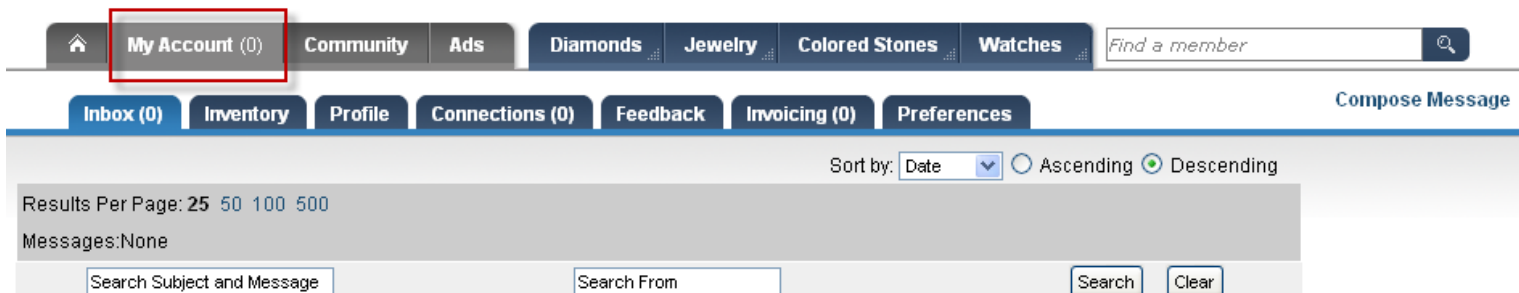
Polygon's Direct Message (DM) system is similar to other email systems you have used. Your Polygon account has an Inbox. To ensure a secure messaging system, you cannot receive email outside the Polygon Network in your Inbox and you cannot send Direct Messages (DMs) outside the Polygon Network. However, 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

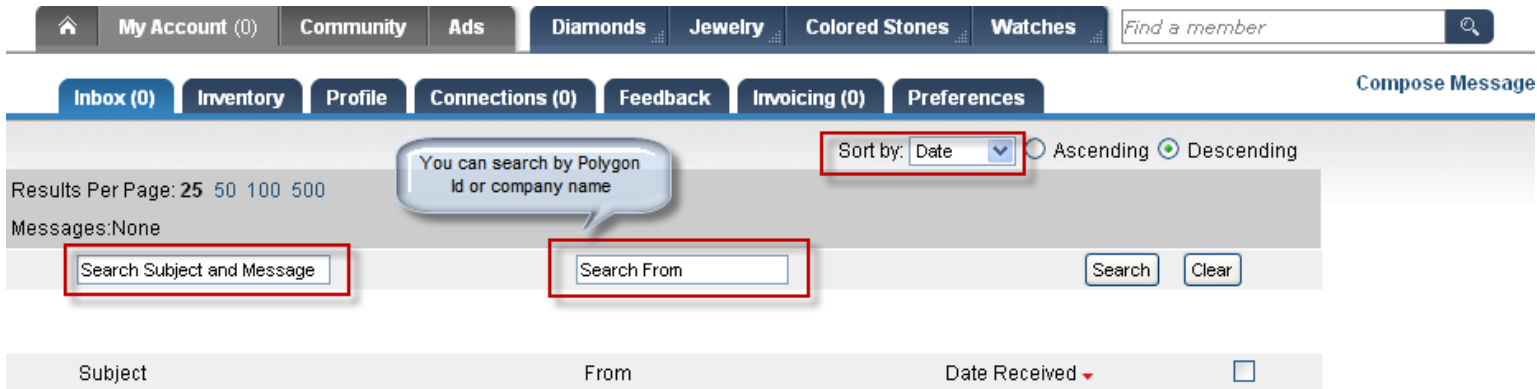
Useful tips

- 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



- 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



Home 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

You can search by Polygon Id or company name

Sort by: Date [v] Ascending Descending

Search Subject and Message Search From Search Clear

Subject From Date Received [v] [x]

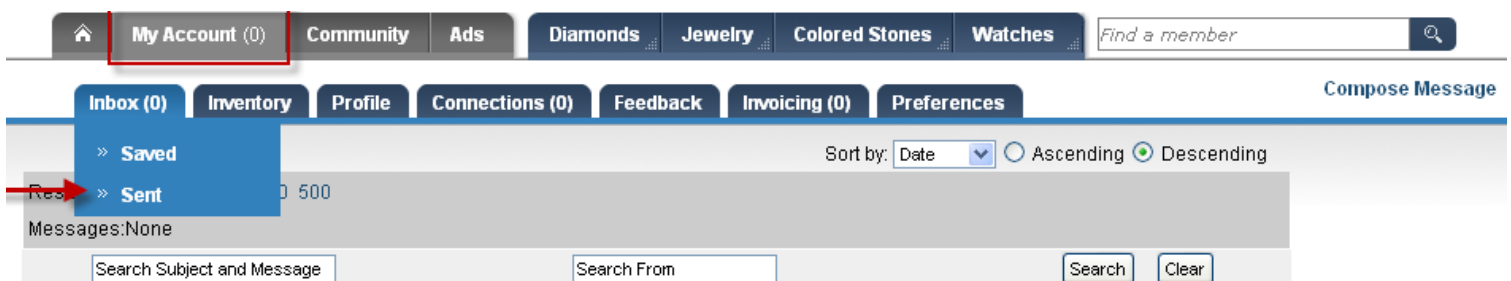
- You can also access your inbox by clicking on the messages icon from your chat bar



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



Home 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

>> Saved

>> Sent

Results: 0 500

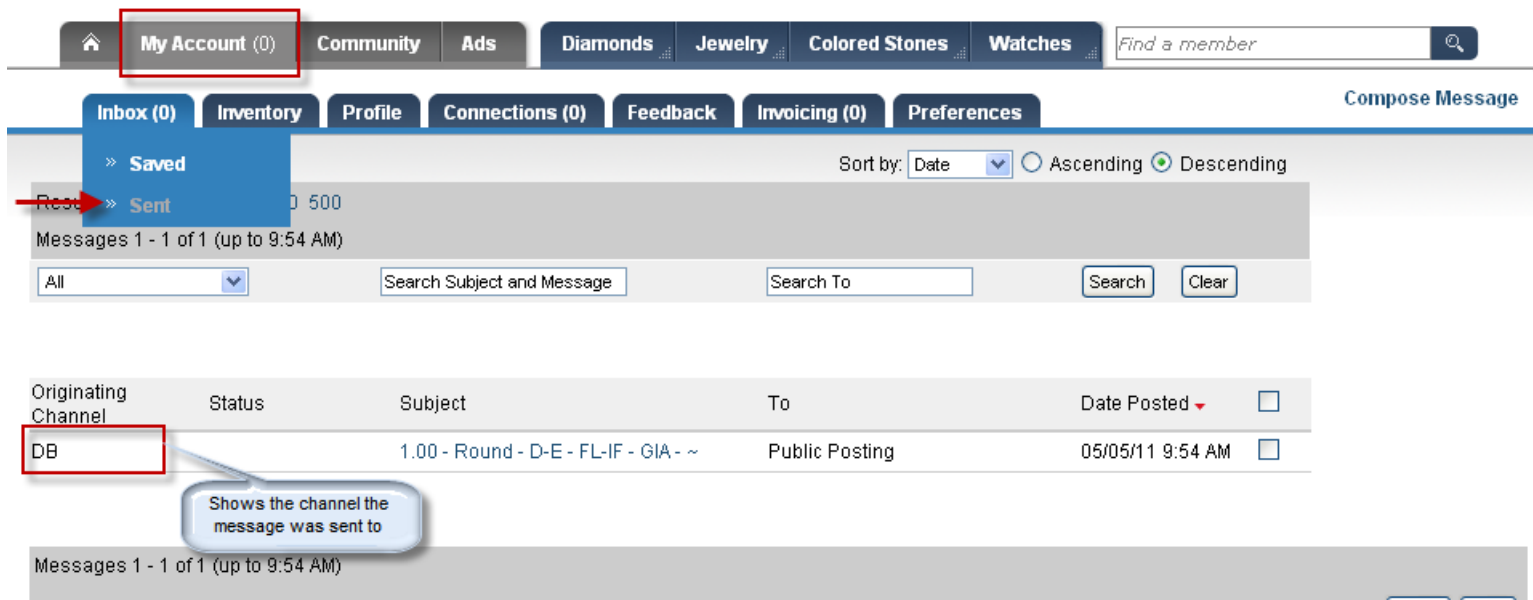
Messages:None

Sort by: Date [v] Ascending Descending

Search Subject and Message Search From Search Clear

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



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

> Saved Sort by: Date ☐ Ascending ☒ Descending

> Sent 500

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

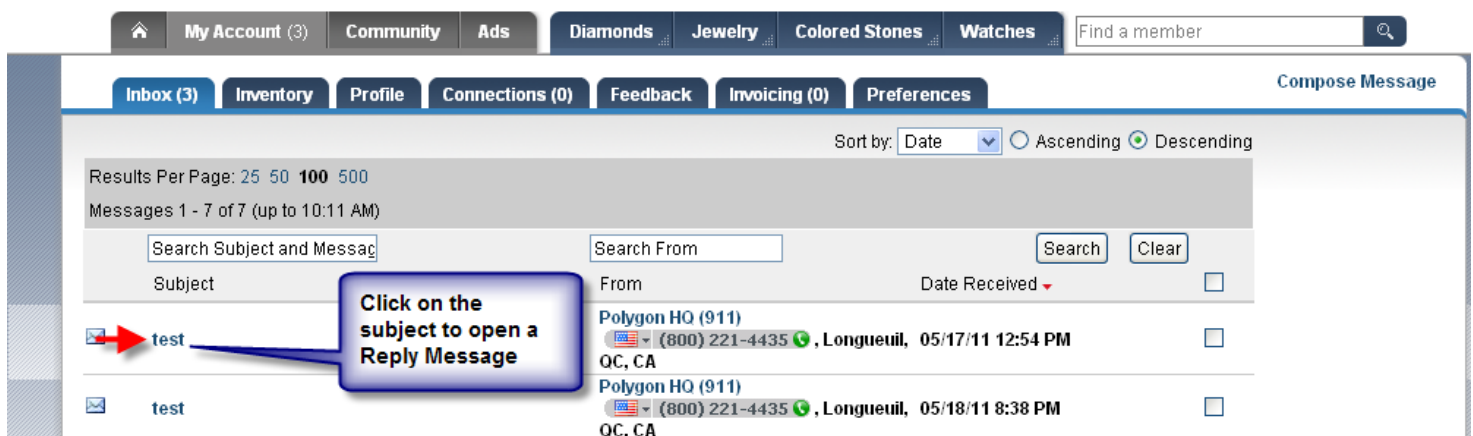
All Search Subject and Message Search To Search Clear

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

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

4. Reply to a message

- Click on the message Subject to open a Reply message



My Account (3) Community Ads Diamonds Jewelry Colored Stones Watches Find a member

Inbox (3) Inventory Profile Connections (0) Feedback Invoicing (0) Preferences Compose Message

Sort by: Date ☐ Ascending ☒ Descending

Results Per Page: 25 50 100 500

Messages 1 - 7 of 7 (up to 10:11 AM)



Search Subject and Message Search From Search Clear


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

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


[Print](#)
[Forward](#)
[Save](#)

Subject ^

RE: test

Reply DM

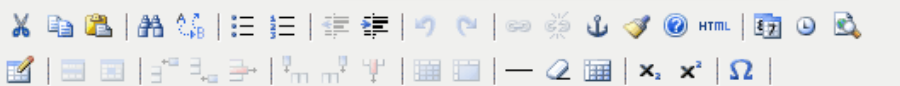
Reply ^

B *I* U ABC |

☰ ☷ ☶ ☵

 Styles | Paragraph | Font size |

A
▾
ab2
▾



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

Sort by: Date ▾ ○ Ascending ● Descending

Results Per Page: 25 50 100 500

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

All ▾

Search Subject and Message

Search To

Search
Clear

- Compose Message

You can add your website here

Path: p

Hyperlink(s):

The length for the hyperlinks cannot exceed 500 characters.

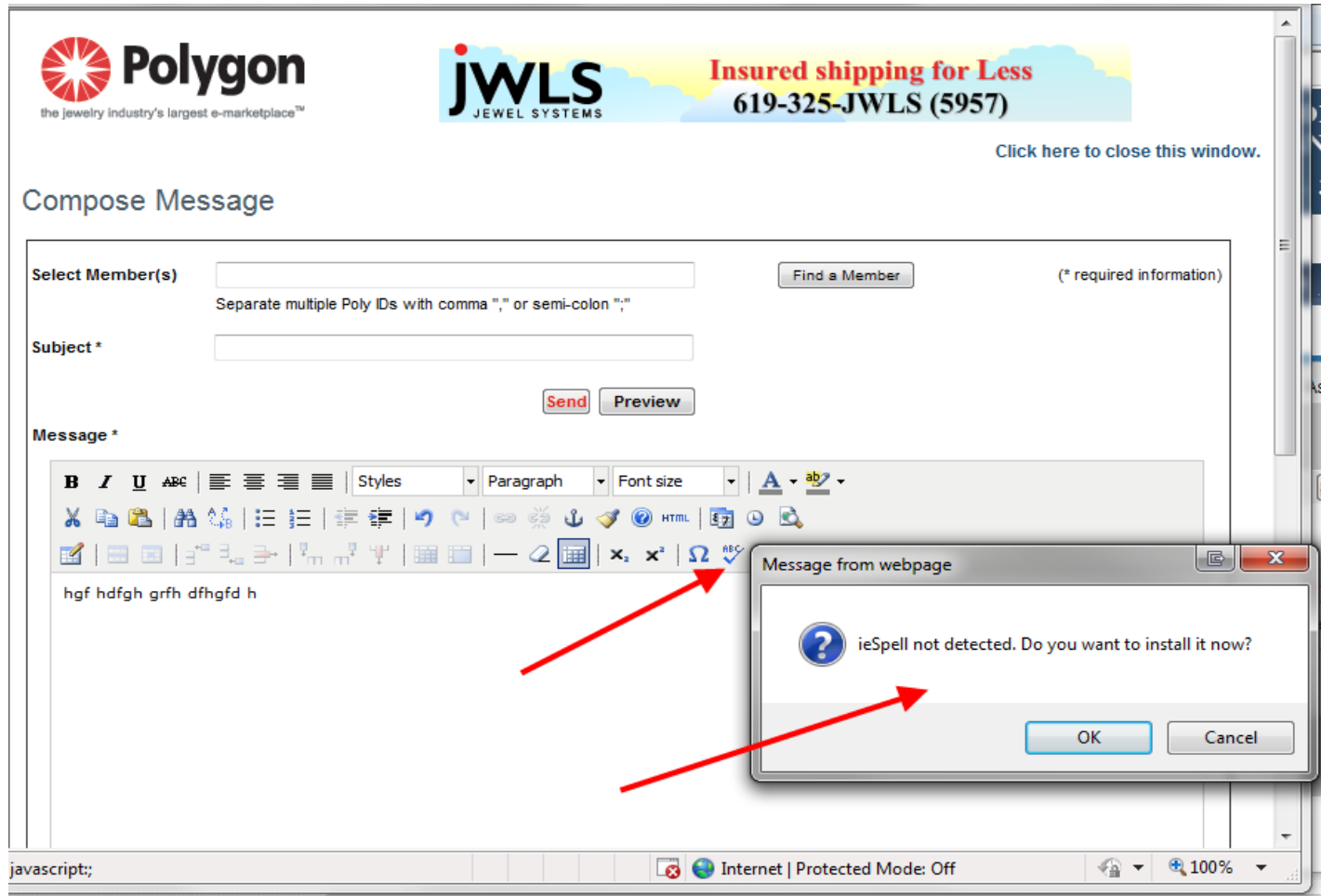
Attachment(s):

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

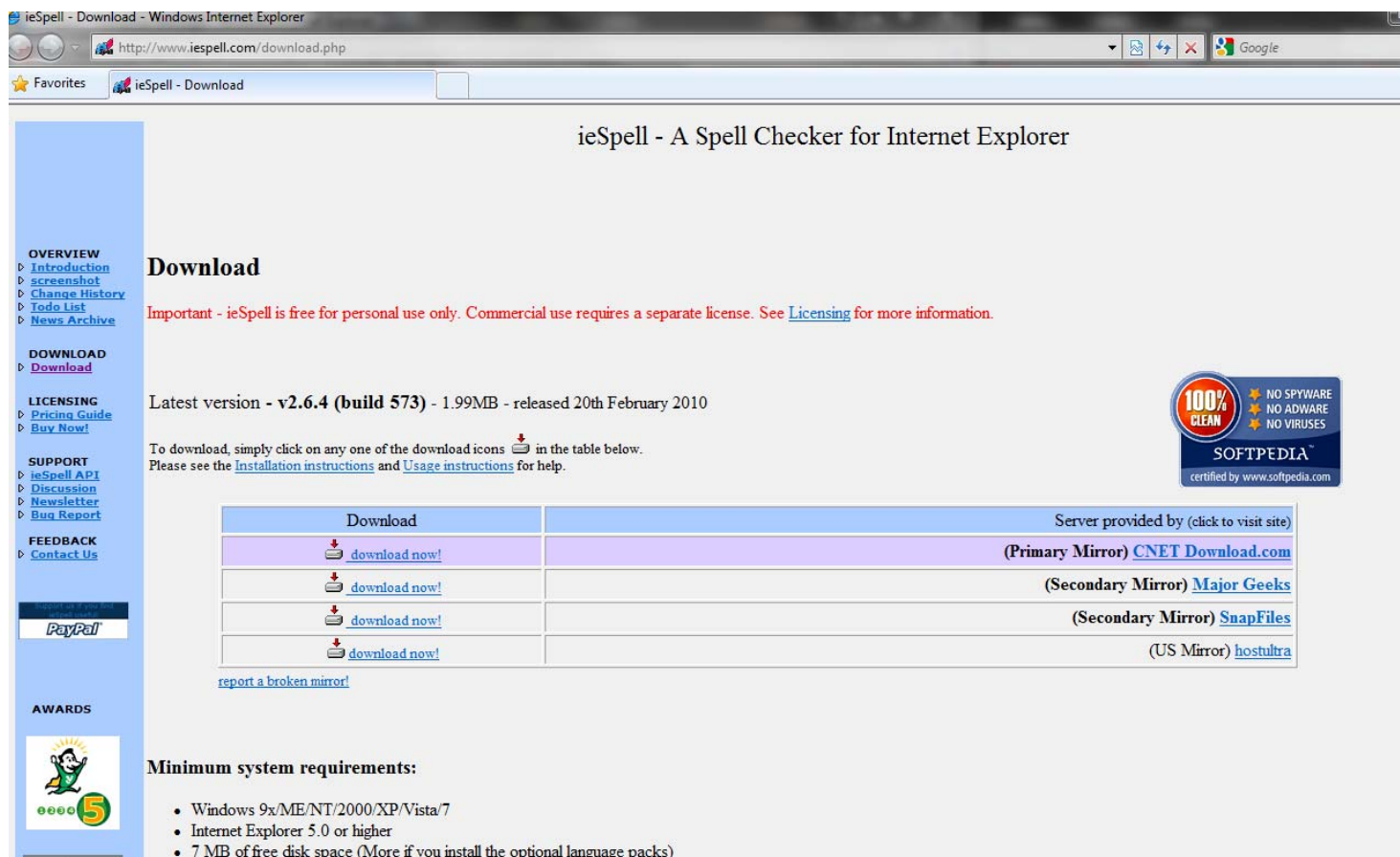
Browse...

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







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.

Download	Server provided by (click to visit site)
 download now!	(Primary Mirror) CNET Download.com
 download now!	(Secondary Mirror) Major Geeks
 download now!	(Secondary Mirror) SnapFiles
 download now!	(US Mirror) hostultra

[report a broken mirror!](#)

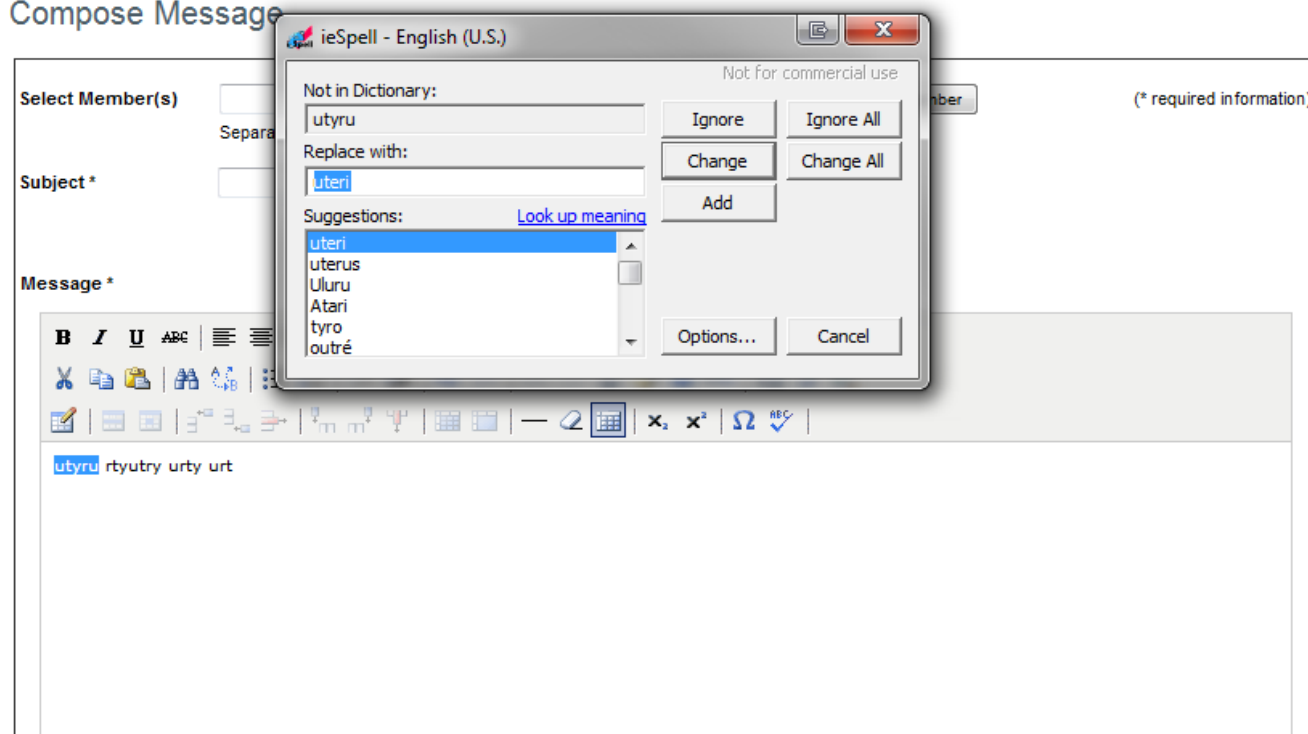
Minimum system requirements:

- 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)

- Once downloaded, you can use the spell checker

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

Compose Message



ieSpell - English (U.S.)

Not in Dictionary: utyru

Replace with: **uteri**

Suggestions: [Look up meaning](#)

- uteri
- uterus
- Uluru
- Atari
- tyro
- outr 

Buttons: Ignore, Ignore All, Change, Change All, Add, Options..., Cancel

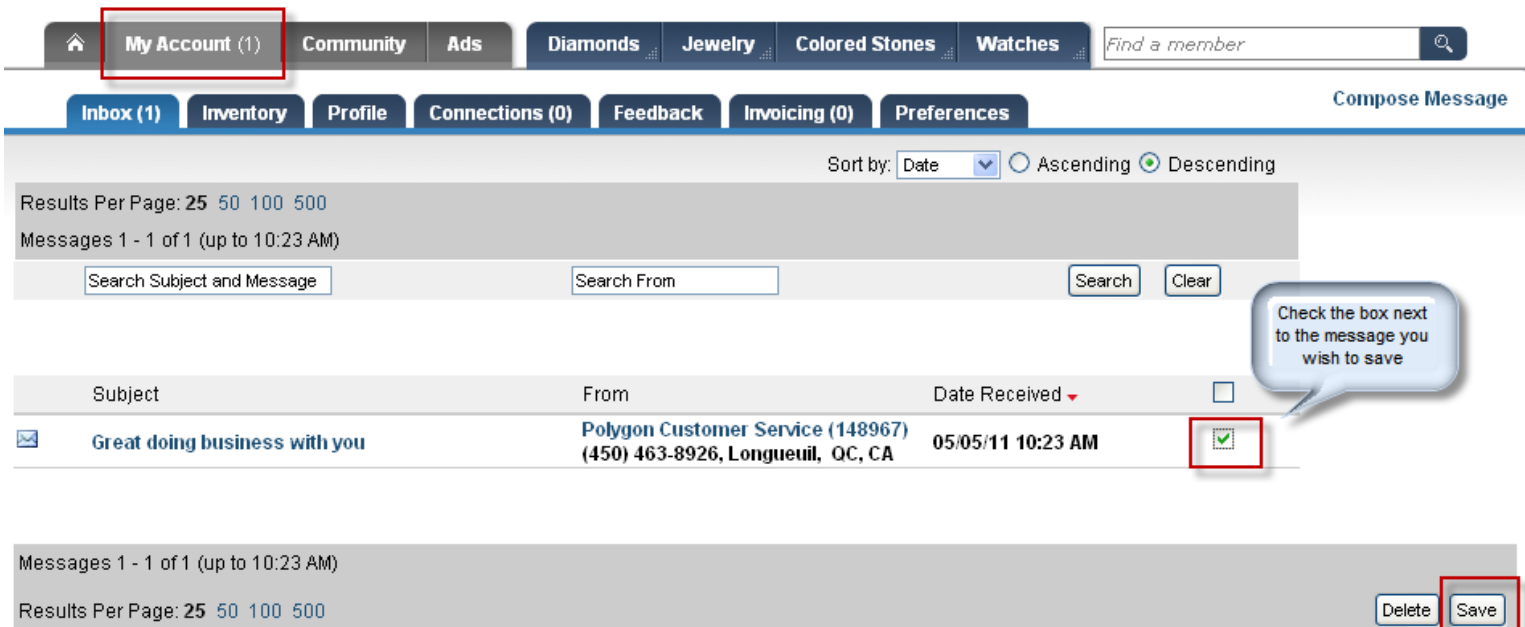
Background fields: Select Member(s), Subject *, Message *

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




The screenshot shows the Polygon web application interface. At the top, there is a navigation bar with tabs: Home, **My Account (1)**, Community, Ads, Diamonds, Jewelry, Colored Stones, and Watches. Below this is a sub-navigation bar with tabs: **Inbox (1)**, Inventory, Profile, Connections (0), Feedback, Invoicing (0), and Preferences. A 'Compose Message' link is on the right. The main content area displays a list of messages. The first message is selected, and its details are shown below the list. A red box highlights the 'My Account (1)' tab, and another red box highlights the check box next to the message. A speech bubble points to the check box with the text: 'Check the box next to the message you wish to save'. At the bottom right, there are 'Delete' and 'Save' buttons, with the 'Save' button highlighted by a red box.

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

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

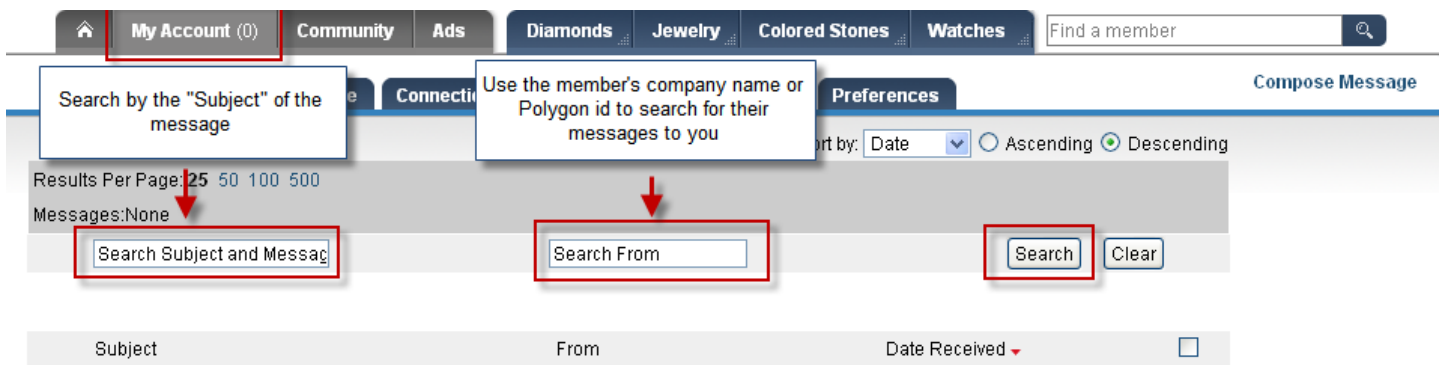
Results Per Page: 25 50 100 500

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

Results Per Page: 25 50 100 500

Messages:None

Search Subject and Message

Search From

Search

Clear

Subject

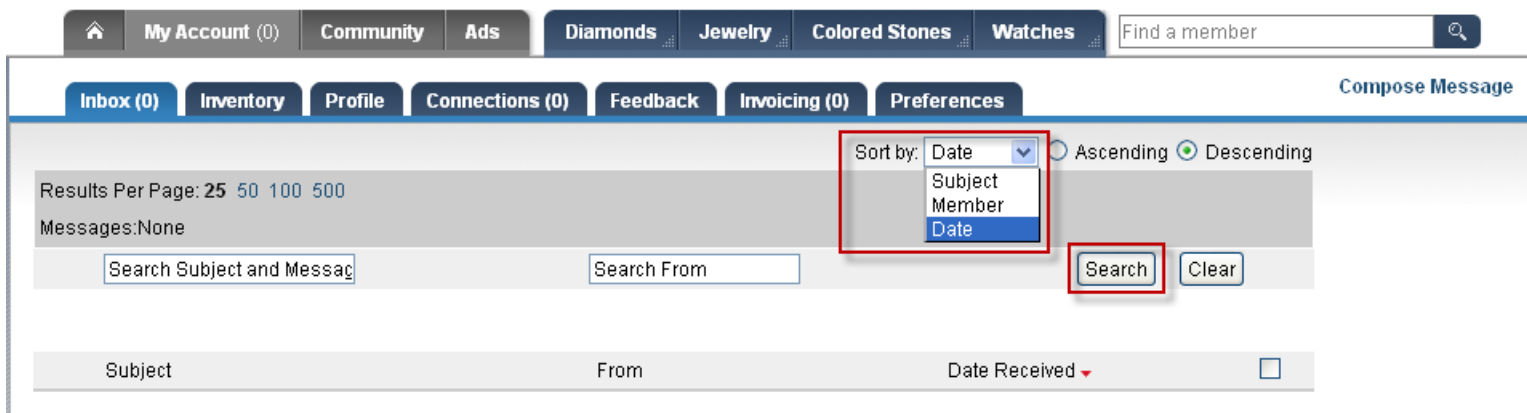
From

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”



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