

What are the My Workspace Message Center Notifications?

The Message Center in My Workspace displays the count of Messages and Forum posts for all of the sites in which you are enrolled. New messages are indicated by a number and envelope icon. If there are no new messages or posts, the word "none" will be displayed.

- Clicking on the title of the site will take you to the homepage for that site.
- Clicking on the New Messages indicator will take you directly to the Message Inbox for that site.
- Clicking on the New in Forums indicator will take you directly to the Forums for that site.

View Message Center.

The screenshot displays the My Workspace interface. On the left is a navigation menu with items like Home, Profile, Membership, Schedule, Resources, Announcements, Workspace Setup, Preferences, Account, Delegated Access, and Help. The main content area is divided into several sections: 'My Workspace: Message Of The Day' with server information and links; 'My Workspace: Calendar' showing a calendar for April 2014; 'My Workspace: Recent Announcements' with a 'View' dropdown set to 'All'; and 'My Workspace: My Workspace Information Display' with a welcome message. A red box highlights the 'My Workspace: Message Center Notifications' section, which contains a table with columns for Site, New Messages, and New in Forums. The 'Sample Course' site shows 'none' for both New Messages and New in Forums.

| Site | New Messages | New in Forums |
|-------------------------------|--------------|---------------|
| Sample Course | none | none |

Customize message center display. (Optional)

My Workspace: Message Center Notifications (62) ?

Options

| Site | New Messages | New in Forums |
|------------------------------------|----------------------|----------------------|
| PSYCH 400 001 SU14 | 1 | none |
| PSYCH 101 001 FA14 | none | none |

You may click on the **Options** button to customize the list of sites displayed in the Message Center area.

My Workspace: Message Center Notifications - Display Options

My Workspace: Message Center Notifications (62) ?

Remove sites from this synoptic list.

Sites that are hidden from Preferences will not show up in this list.

| Don't Show | Site | New Messages | New in Forums |
|--------------------------|------------------------------------|----------------------|----------------------|
| <input type="checkbox"/> | PSYCH 400 001 SU14 | 1 | none |
| <input type="checkbox"/> | PSYCH 101 001 FA14 | none | none |

Update

Click in the **Don't Show** box to place a check mark next to any sites that you prefer not to see in the Message Center list and then click **Update**. If you have already hidden sites in Preferences, they will not show up in this list.