

# Messages

Open agreement bank by clicking contracts on tool bar. Click **messages** on the left side of the screen.

On the page, you can see a list of the messages (**picture 1**). The list also shows contracts sent to you and related notifications. The newest message is shown on the top.

Click the message to open it (**picture 2**). You can see the sender, the subject and the content of the message, the message itself and the time of the arrival of the message.

## How to send a new message

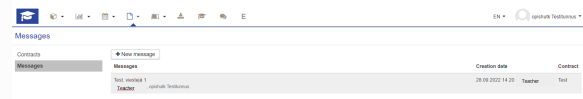
1. Click **new message** button.
2. Choose **receiver**. You can search the receiver by first name or last name.
3. Add the **subject** of the message.
4. Write the **message** to the text box.
5. Click **send** button. (**Picture 3**)

## How to reply to a message

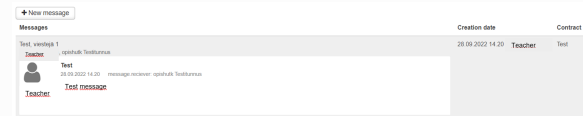
You can't reply to messages in the Agreement bank. You can only send new messages.

If you need to reply to a message, reply to it in messages in your PSP.

Picture 1: Messages



Picture 2: Open message



Picture 3: Send a new message

The screenshot shows a form for sending a new message. It has a title bar with 'Title' and a close button. The form contains a 'New message' section with a 'Receiver' dropdown menu (showing 'Valitse'), a 'Subject' text box, and a 'Message' text area. At the bottom right, there are 'Send' and 'Cancel' buttons.