

# Message Center

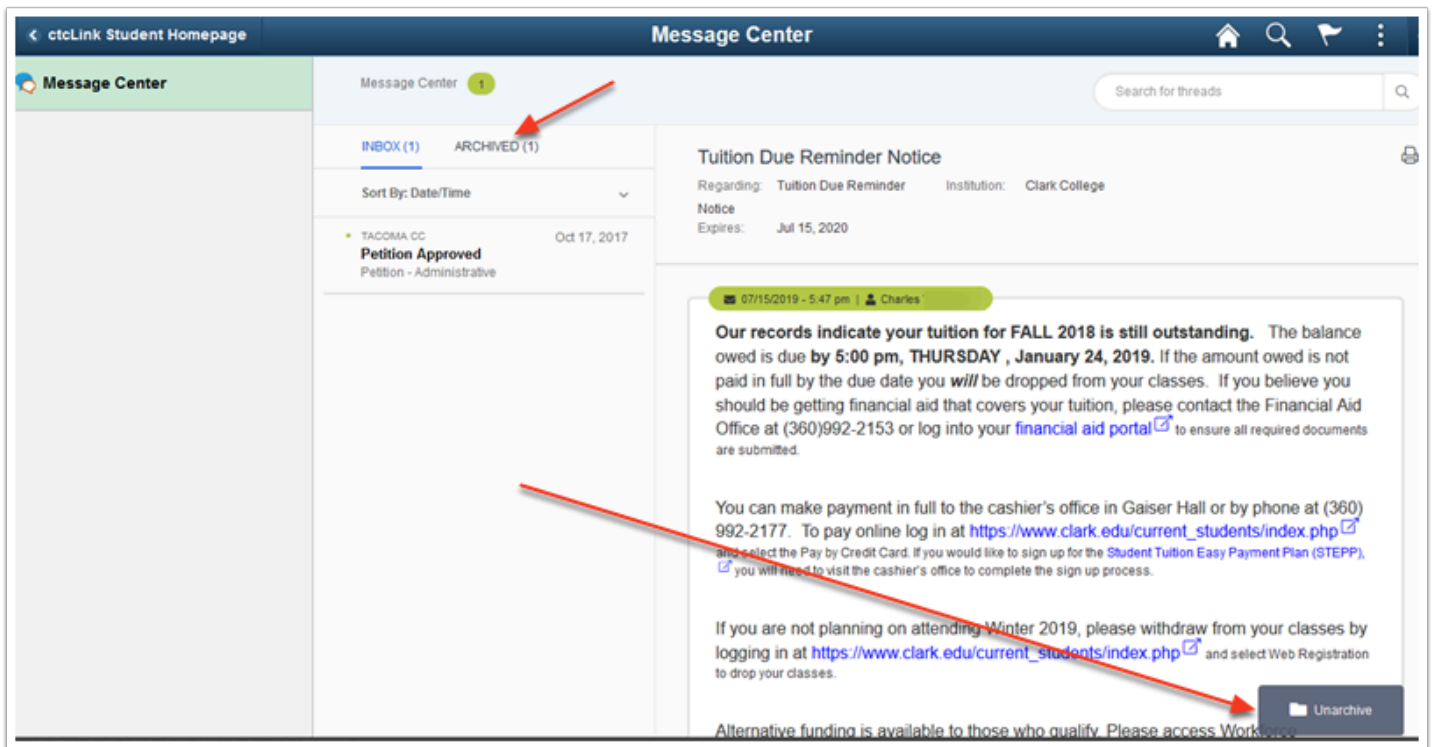
**Purpose:** Use this document to reference for using the student Message Center through the Message Center tile on the ctcLink Student Homepage.

**Audience:** Students; Student Services staff

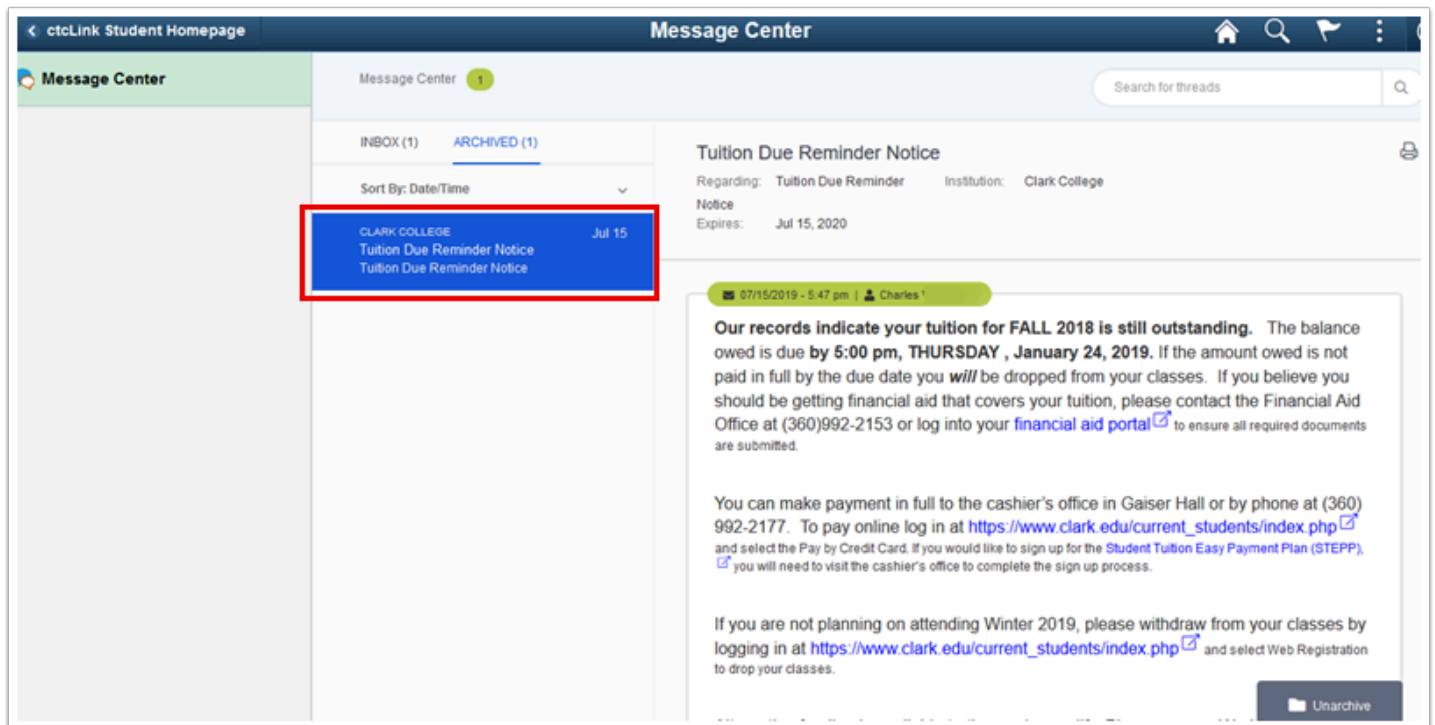
## Message Center

### Navigation: Student Homepage

1. Select the **Message Center** tile.
2. The **Message Center** page displays.
3. Select a message in your Inbox.
4. The message displays.
5. If the message allows it, select **Reply**.
6. The message Reply area displays.
7. Enter your message, then select **Send**.
8. Your reply is sent.
9. To archive the message, select **Archive**.
10. The message moves from the **Inbox** to the **Archived** folder.
11. The **Archive** icon is labeled "Unarchive".




12. Select the **Archived** folder.
13. The **Archived** folder displays.
14. Select the message you wish to Unarchive.



15. The message displays.
16. Select **Unarchive**.
17. The message moves from the **Archived** folder to the **Inbox**.
18. Select the **Inbox** folder.
19. The message is, again, archivable.

**Process complete.**

 Please get in touch with your college if you require immediate assistance with ctcLink. [Check out the contact information and highlights for each community and technical college.](#)