




Ag Banking Online (ABOL)

Messages

1. Click **Messages** in the left navigation pane
 - A. To send a new message
 - i. Click the **create a message** link ([create a message](#)) or click the **Pencil** icon ()
 - ii. Select the **Recipient** by using the drop-down
 - iii. Enter a **Message subject**
 - iv. Enter a **Message**
 - v. Click **Attach a file** and navigate to a supported file type (if applicable)
 - vi. Click **Go back** to close the New Conversation pane and cancel the message or click **Send message** to send your message
 - vii. Click **Close** on the **Message Sent** pop-up
 - viii. Message will appear in the left panel under **Conversations**
 - B. Working with messages
 - i. Click the **message** in the left panel to display the **thread** in the right panel
 - ii. Check **This message should never expire** if you want to make sure it is always in your messages
 - iii. Click the **Delete** icon () to delete the message
 - iv. Click the **Reply** icon () to reply to the message
 - v. Click **Delete multiple** at the bottom of the left panel, select all messages to delete, and click **Delete** at the bottom or **Cancel** to cancel deleting