About the Out-box
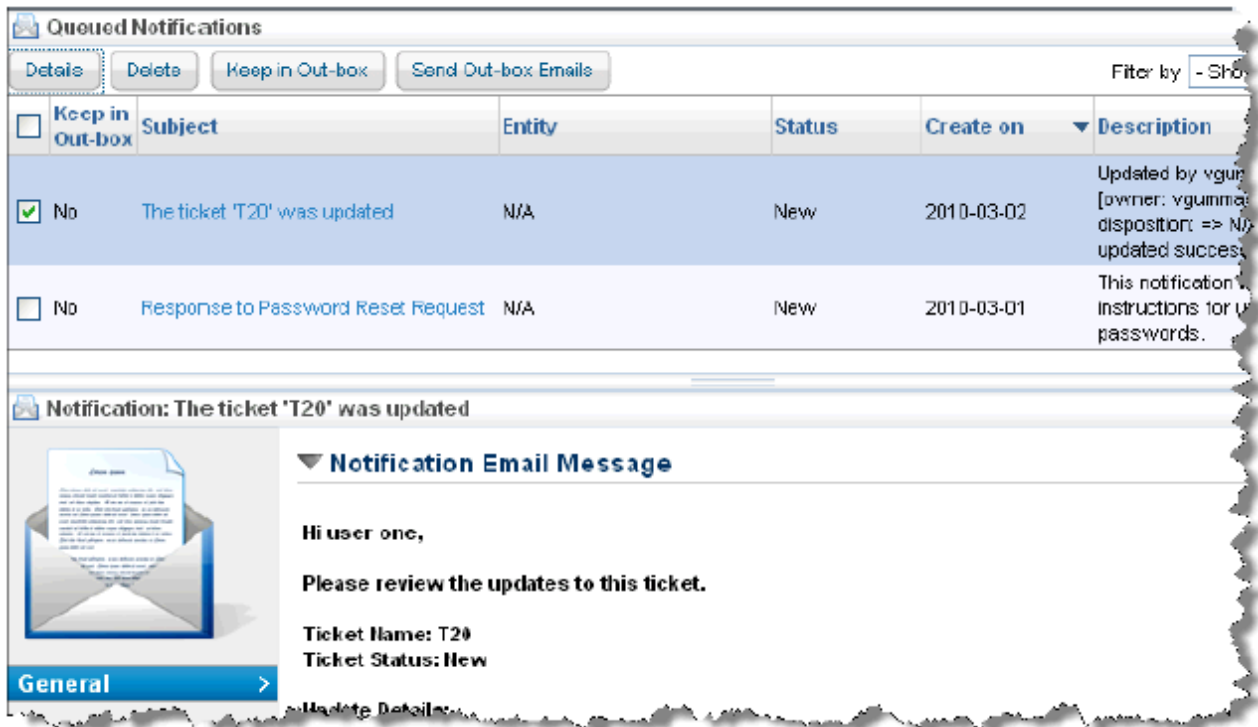
Notification messages that have not yet been sent are displayed on the **Queued Notifications** page.

Unlike the Message Center, the **Queued Notifications** page only displays messages that have not yet been sent. When e-mail notifications are sent (see System Jobs), all messages for which **Keep in Outbox** is marked 'No' will be sent and removed from the **Queued Notifications** page.

To postpone sending a notification:

1. In the Administration application, go to **Administration** > **Notifications**, and click the**Queued Notifications** tab.

2. Check the box to select the notification to postpone. Click **Keep in Outbox**. The **Keep in Outbox** column for the selected notification changes to 'Yes.'

To clear the Keep in Outbox flag:

1. In the Administration application, go to Administration > **Notifications**, and the **Queued Notifications** tab.

2. Check the box to select the notification of interest. Click **Send Out-box Emails**. The **Keep in Outbox** column for the selected notification changes to 'No.'