What are the Different Display Methods of the Messages?

Tutorial Information

WebCT allows you list your message is variety of methods. You can view either read or all messages, those read and unread. You can view the messages as unthreaded or threaded. You toggle between the listing methods by clicking on the links (see images below). Play with the different methods to see how each behaves.

How to Display Message in Different Ways

1. When you are on the screen viewing your new messages, there are number of ways of listing the mail messages. The image below shows you how it would look when "Show Unread (arrow 1), UnThreaded (arrow 2)" is the listing method. Notice that the any new (unread) messages are the only ones that are displayed (See Fig. D1-1).

Fig. D1-1
2. When you are on the screen viewing your new messages, there are number of ways of listing the mail messages. The image below shows you how it would look when "Show All (arrow 1), Threaded (arrow 2)" is the listing method. Notice that all messages, unread (new) and read, are shown (arrow 3). Notice the green arrow next to each subject heading (arrow 4). Click on this arrow will allow you to display the message. Also notice the numbers under the status column. These tell you the number of messages and if any are unread. For example, if the numbers were 1/2, this would mean that there are two messages of which one is unread and one is read. (See Fig. D1-2)

![Fig. D1-2](image)

3. When you are on the screen viewing your new messages, there are number of ways of listing the mail messages. The image below shows you how it would look when "Show All (arrow 1), Unthreaded (arrow 2)" is the listing method. Notice the green arrow next to each subject heading (arrow 3). Click on this arrow will allow you to display the message. Also notice the numbers under the status column. These tell you the number of messages and if any are unread. For example, if the numbers were 1/2, this would mean that there are two messages of which one is unread and one is read. (See Fig. D1-3)

![Fig. D1-3](image)
4. Figure D1-4 shows what happens when you are displaying the messages as unread, threaded after the green arrow has been clicked on. The actual messages will be shown.

![Figure D1-4]