

# SedonaOffice: Inner Office Messaging

Looking for a great communication tool between other SedonaOffice users? Try **Inner Office Messaging**! The Inner Office Message function was designed to communicate information regarding a customer between SedonaOffice Users.

## Sending an Inner Office Message

Create a message from the Customer Explorer record or from the Inner Office Message queue.

**Tip:** If message is created from the Customer Explorer record, the customer's information is automatically filled in on the message form.

**NOTE:** Users need permission to use the Inner Office Messaging functionality.

## Inner Office Message queue

- The queue has all messages that have not been closed. Each message is assigned to a user. Messages are assigned a status and a priority and can be filtered as such within the queue.
- If you have a message in the queue, you will receive a message on the footer of SedonaOffice with *[number] messages*.
- View messages in the queue, by clicking on the envelope icon.

