

Discover the **Active inbox**

Do you know the difference between an inbox and an Active inbox?

With a traditional inbox, you receive messages, open them, and either reply, forward or ignore them... and then you forget about them.

You wonder whether you got that follow up from last week, or if you actually sent that email the other day.

The Active inbox works differently!

It's so much more than your typical inbox!

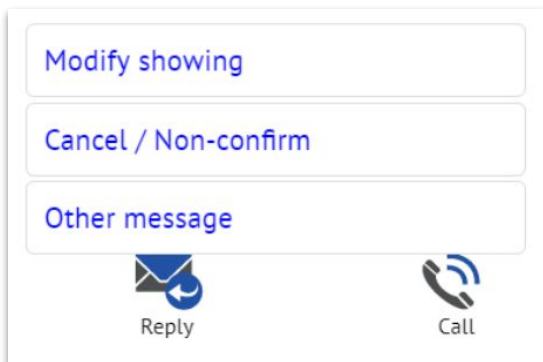
Active inbox

Sent

Archives

You currently have no untreated messages

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The Active inbox makes managing messages so easy!

- ✓ Messages **stay put** until you have answered them, even if you have read them. Nothing falls through the cracks!
- ✓ Appointments that are past the date automatically **archive** themselves.
- ✓ Reply button comes with logical answers, such as **Confirm, Modify** and **Cancel**.
- ✓ Showing requests and confirmations are automatically added to your **Calendar**.

Pending response

Think of the **Pending response** feature as the exact opposite of your **Active inbox** - your messages will stick around until they receive a response!

- ✓ Be sure that you *did, in fact*, send your showing request.
- ✓ Easily keep tabs on who's gotten back to you and who hasn't.
- ✓ Only the messages for which you are awaiting a response will appear in your inbox.