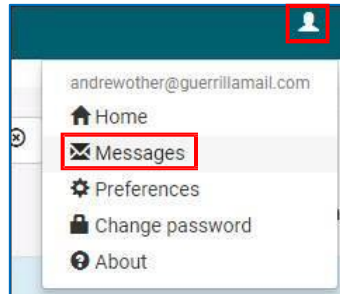


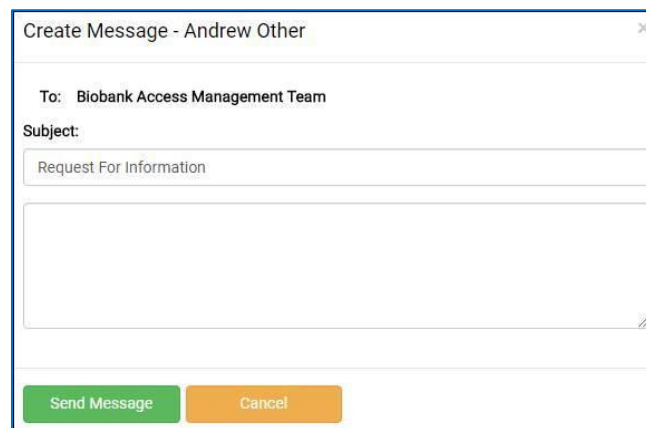
AMS Messages

UK Biobank encourages researchers to use Messages within AMS wherever possible, rather than sending an email. Clicking 'Messages' on the left of the screen will open a list of all of your unread Messages stored in AMS.

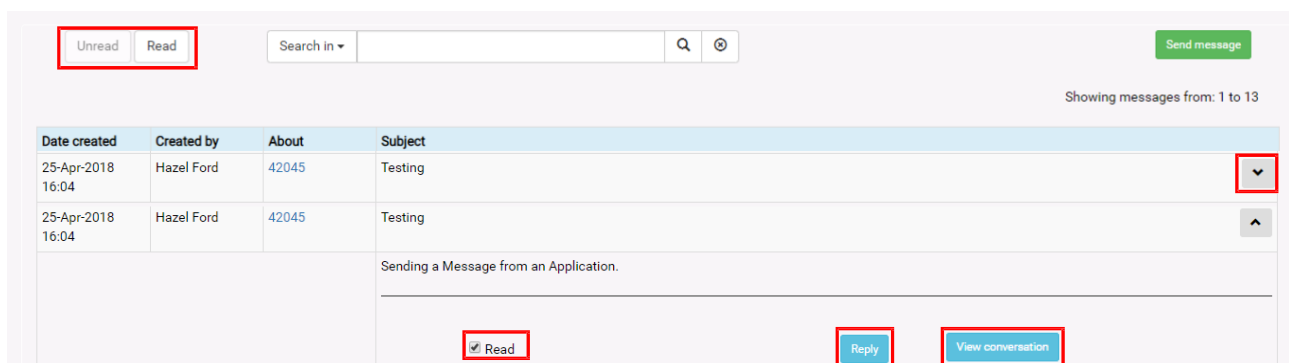
- You can also click the link at the top of the screen to open Messages:



- To create a Message click the 'Send message' button on the right of the screen, a blank message box will open as shown below:



- Received messages default to your 'Unread' inbox but where a message has been sent to multiple parties, it will move to your 'Read' view after one recipient has opened it (as shown below).
- Messages are sorted to show the most recent at the top (as indicated in the Date created column).
- To view a message, click the drop-down arrow on the right.
- Once your message is open, the 'Read' tick-box is automatically selected and the message will be transferred to your 'Read' inbox. Untick this box if you wish for the message to remain in your 'Unread' inbox.
- Click 'Reply' to open a blank message box where a new message can be composed.
- Click 'View Conversation' to view the entire conversation thread.



Date created	Created by	About	Subject
25-Apr-2018 16:04	Hazel Ford	42045	Testing
25-Apr-2018 16:04	Hazel Ford	42045	Testing

- The AMT will respond via Messages once your query can be answered – if an attachment is required then an email will be sent from access@ukbiobank.ac.uk referencing the date of your Message