6. Blocks

6.3. General

6.3.5. Inbox

The *Inbox* block displays the latest messages that you have received.

Configure the Inbox block

1. **Block title**: The automatic title for this block is "Inbox". You can set another one if you wish.
2. **Message types to display**: Place a check mark for each message type that you want to display in this block.
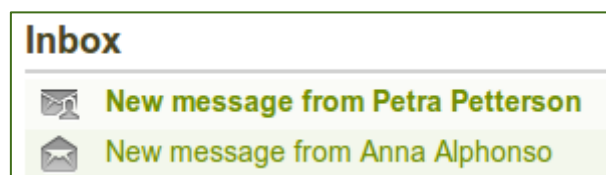3. **Maximum number of items to display**: Decide how many messages shall be shown on your dashboard. You can choose between 1 and 100.
4. **Retractable**: Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon ⌄ to just show the heading.
5. **Automatically retract**: Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon ‹ to view the entire block.
6. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
7. You can also click the *Close* button ✖ in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

When you display messages from other users on your dashboard through the Inbox block, you can see quickly which messages you have not read. They are marked in bold and have a closed envelope. Messages you have read are indicated by an open envelope.

Unread messages have a closed envelope and are displayed in bold whereas read messages have an open envelope