

Discussions: Navigating Messages

1. From the Discussions screen, do one of the following:
 - a) To locate messages:
 - in one topic, click the topic title.
 - that you posted, click **All My Posts**.
 - in all topics, click **All Topics**.
 - b) To locate New messages:
 - in all topics, next to All Topics, click **New**.
 - in one topic, next to the topic title, click **New**.
 - posted in reply to your messages, next to *All My Posts*, click **New Replies**. Both comments and replies are included.
2. To read and navigate messages, do the following:
 - a) For threaded messages:
 - To read the message, click the message subject.
 - To navigate messages, click Next Message or Previous Message.
 - To navigate pages, click the Next Page or Previous Page icon.
3. Navigating multiple pages:

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the Paging Preferences feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.
4. If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
 - To select a specific page: From the Page drop-down list, select the page and click the Go icon.
 - To view all pages: From the Page drop-down list, select All and click the Go icon.
 - To go to the next page, click the Next Page icon.
 - To return to the previous page, click the Previous Page icon.
5. To set the number of items per page:
 - Click the Paging Preferences icon.
 - Enter the number of items to appear on each page and click **OK**.