

# Accessing your e-portfolio inbox

3 Steps

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## STEP 1

### You will find a preview of your inbox on your dashboard

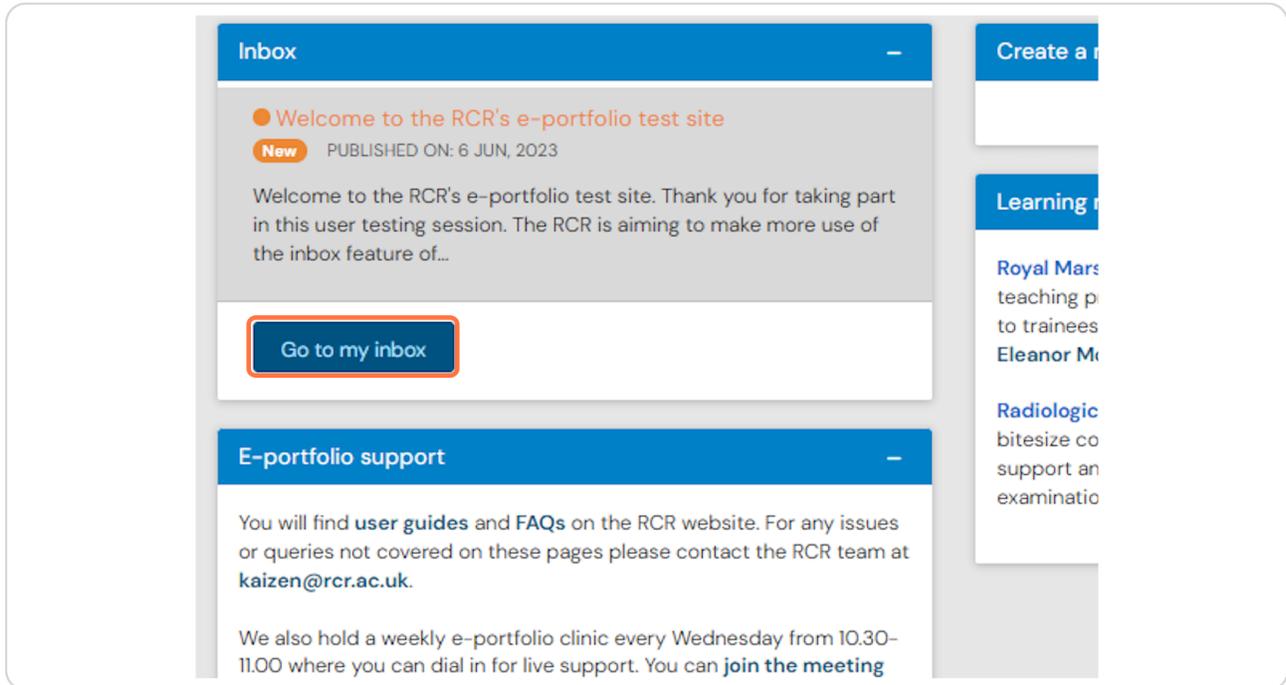
If you have unread messages you will also see an orange banner above your profile information and the bell icon in the top righthand corner will be red.

The screenshot displays a user dashboard for a Clinical Radiology trainee. At the top, it identifies the user as 'Trainee - Clinical Radiology' and provides a 'View profile' button. Below this, the 'Current information' section lists the user as 'Amy Marks (training account only)' with an active period from 3 Aug. 2022 to 2 Aug. 2027. The main content area is divided into several sections: an 'Inbox' section with a 'Go to my inbox' button and a 'New' message titled 'Welcome to the RCR's e-portfolio test site'; an 'E-portfolio support' section with contact information for the RCR team; a 'Create a new event' section with a 'Create' button; and a 'Learning resources and upcoming courses' section featuring links to 'Royal Marsden Interesting Cases teaching group' and 'Radiological anatomy video series, My Lightbulb Moments'.

## STEP 2

### You can access your inbox through the preview on your profile

You can go directly to a message by clicking on its subject line, or click on Go to my inbox to view all messages. You can also click on the action box in the orange banner or on the bell icon.

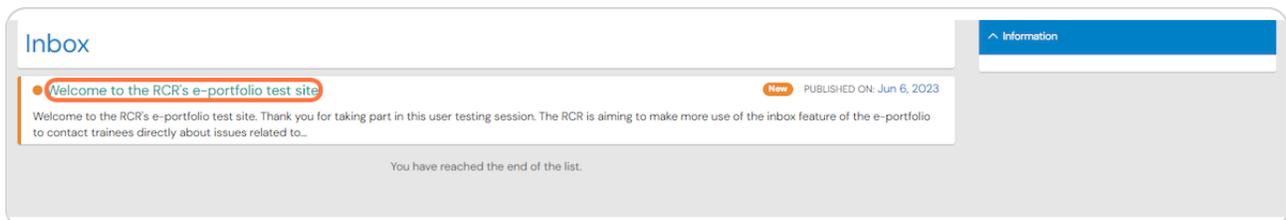


The screenshot shows a user profile page with a blue header 'Inbox' and a minus sign. Below the header, there is a message preview with an orange dot and the subject 'Welcome to the RCR's e-portfolio test site'. A 'New' badge is next to the subject, and 'PUBLISHED ON: 6 JUN, 2023' is to the right. The message body text reads: 'Welcome to the RCR's e-portfolio test site. Thank you for taking part in this user testing session. The RCR is aiming to make more use of the inbox feature of...'. Below the message preview is a blue button with white text that says 'Go to my inbox'. To the right of the inbox preview is a sidebar with a blue header 'Create a...' and a section 'Learning...' with a blue header 'Royal Mars...' and text 'teaching p... to trainees Eleanor M...'. Below that is another section 'Radiologic...' with text 'bitesize co... support an... examinatio...'. Below the 'Inbox' section is another blue header 'E-portfolio support' with a minus sign. Below that is text: 'You will find **user guides** and **FAQs** on the RCR website. For any issues or queries not covered on these pages please contact the RCR team at [kaizen@rcr.ac.uk](mailto:kaizen@rcr.ac.uk). We also hold a weekly e-portfolio clinic every Wednesday from 10.30-11.00 where you can dial in for live support. You can [join the meeting](#)

## STEP 3

### Your messages will be displayed in your inbox, with unread messages highlighted in orange

Clicking the subject line will open the message



The screenshot shows the RCR e-portfolio inbox. The header is 'Inbox'. Below the header, there is a message with an orange dot and the subject 'Welcome to the RCR's e-portfolio test site'. A 'New' badge is next to the subject, and 'PUBLISHED ON: Jun 6, 2023' is to the right. The message body text reads: 'Welcome to the RCR's e-portfolio test site. Thank you for taking part in this user testing session. The RCR is aiming to make more use of the inbox feature of the e-portfolio to contact trainees directly about issues related to...'. Below the message is a grey bar with the text 'You have reached the end of the list.' To the right of the inbox is a blue header 'Information' with a minus sign.

