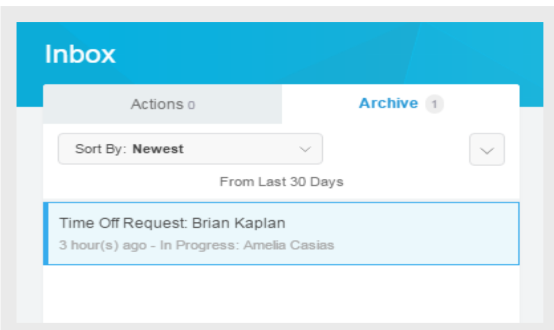
## Purpose of the Inbox

Your Inbox includes notifications of tasks, approvals, due dates, etc., that are sent to you as part of your organization’s business processes.

## View Your Inbox

1. Click your **Profile Icon** in the upper right hand corner.
2. Click **Inbox** to expand your viewable options.
3. Click the **Actions** tab to view your business process tasks, approvals, and to dos.
4. Click the **Archive** tab to access the process status of any business process you have been involved in.




## Delegate Your Inbox

From the Actions tab:

1. Click **More** > **My Delegations**.
2. Click **Manage Delegations**.
3. Enter the **Begin Date** and **End Date** for the delegation.
4. Select a user to delegate your tasks to in the **Delegate** field.

> If you are only delegating Inbox tasks, leave the Start On My Behalf field blank. This option is for delegating the initiation of business processes.

5. In the **Do Inbox Tasks on My Behalf** field, select whether to delegate all business processes, specific business processes, or none of the above.
6. Mark the **Retain Access to Delegated Tasks in Inbox** check box to view and modify your Inbox while delegated.
7. Select a **Delegation Rule** if you are delegating a business process.
8. Click **Submit**. A confirmation displays. Depending on your organzation’s security settings, additional approvals may be required.
9. Click **Done.**

> Click the Business Processes Allowed for Delegation tab to view which business processes you can delegate.