

Messages

Messages is where the LeaseOps team talks with owners and applicants. Every conversation is a **thread**, so replies stay together.

“ ? Screenshot: the admin inbox.

Find a conversation

Your threads sit in a list, grouped so the important ones surface first:

- **Unread** — threads with new replies.
- **This week** — recent threads.
- **Open threads** — everything else still open.

Search by name, unit, or message text to find one thread. Your Dashboard also splits the counts into **Property Owner Messages** and **Applicant Messages**, so you can jump straight to either.

Read and reply

1. Select a thread to open it.
2. Type your reply at the bottom.
3. To send a file, select **Attach file**.
4. Select **Send**.

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